



Arkansas Enterprises for the Developmentally Disabled Multipurpose Center Jack D. Wilson Activity Room

105 East Roosevelt Road
Little Rock, AR 72206
www.aeddinc.org

Contact: Christy Scroggins for availability, appointments and rental requests

501-801-3648 or christy.scroggins@aeddinc.org *Multipurpose Center is shown by appointment only*

Location

Corner of Main Street and Roosevelt Road in the SoMain/Quapaw Quarter area of Little Rock.
AEDD is 3 blocks on the left from the I-30 Roosevelt Road exit.

Amenities

- Separate entrance from AEDD Administration Office
- Reception foyer for check-in is separate from main area
- 3,000 s.f. main area seats approximately 200 people banquet style or 250 people theater style
- Linens and tableware, glassware and flatware for 200 people
- Commercial kitchen
- (2) ice machines
- 30 foot bar in main area
- Multi-media equipment including: drop down screen, projector, A/V system, P/A system, wireless microphones **(renter must provide own laptop)**
- Podium

Parking

Parking for approximately fifty (50) vehicles is available at no charge. Parking lots are located directly in front of the building and across the street.

- Additional parking may be available for use at St. John's Baptist Church and Harmony Clinic, depending on date and time of event. **Please contact Justin Wise or Raven Sanders at 375-4400 for permission to use Harmony Clinic's lot and Forrestine Caldwell at 975-0900 to use St. John's parking lot.**
- **PARKING VIOLATIONS** – In the event you are not granted permission to park in the additional lots, **St. John's or Harmony Clinic**, a parking violation fee will be withheld from your rental deposit. **Note: At the owner's discretion, the fee will be \$100 per event, up to the amount of the entire rental deposit.**

Facility Use Fees

Fees apply Sunday through Saturday

- **\$125 per hour (minimum 2 hours)** - 8:00 a.m. to 4:00 p.m.
 - **\$175 per hour (minimum 2 hours)** - 4:00 p.m. to 10:00 p.m.
 - **\$225 per hour** - 10:00 p.m. to midnight
 - Two hours at no charge for set-up time prior to the scheduled event time. Additional set up hours are charged at ½ the hourly rate
 - Fees include use of the facility and all amenities (excluding kitchen & linen fee)
 - Special rates may apply to non-profits
- (must provide 501(c)(3) determination letter - please call for more information)**
- **\$300.00 security deposit** is due at signing of rental contract
 - **\$300.00 alcohol deposit** In addition to the security deposit is required if alcohol is to be served, which will be refunded upon satisfactory inspection of the facility by AEDD.
 - **\$150.00 clean-up fee** - Collected when final payment is made
 - **\$100.00 cancellation fee** - Non-refundable and withheld from the security deposit upon cancellation of a reservation prior to time full payment is made. **FULL PAYMENT will be forfeited if a cancellation is made within 14 days of the event.**

(Cont'd)

Rental Insurance

- Renter agrees to maintain insurance coverage and provide a certificate of insurance to AEDD as proof. If you are an individual you can purchase event insurance at **eventhelper.com**; same applies for businesses that do not currently have rental insurance.
- The cost of rental insurance is the responsibility of the renter not AEDD. A copy must be provided before final payment is due. AEDD reserves the right to cancel any event that does not provide a copy of event insurance prior to event date.

Linens

- **\$200.00 linen fee** – Collected at the time the rental contract is signed if AEDD linens are used

Kitchen

- **\$350.00 fee**
 - All food **must be removed** from the kitchen after the event or penalty charges will apply (see page 5 of rental contract)
 - **\$50.00 penalty fee** will be charged for any food or drinks used from the refrigerator that are not the property of the renter
 - Cleaning of the kitchen is contracted by AEDD and is included in the kitchen rental fee

Catering

- Renter is responsible for contracting caterer independently
- Catering licenses must be submitted when utilizing the kitchen

Availability

The AEDD Multipurpose Center is available for rental from:

- 8:00 a.m. until midnight 7 days a week

DEPOSIT DUE BY: _____ **AMOUNT DUE:** _____
(GL Acct. 2013)

Method of Payment

_____ Cash _____ Credit Card _____ Check # _____

FINAL PAYMENT DUE: _____ **AMOUNT DUE:** _____
(GL Acct. 4110-700)

Method of Payment

_____ Cash _____ Credit Card _____ Check # _____

RESERVATION REQUEST

Reservation Date Requested _____

Reservation Time Requested: **From** _____ AM / PM **To** _____ AM / PM

Type of Meeting/Event _____

Number of Attendees _____ Number of Chairs _____ Number of Tables _____

Contact Name _____

Address _____

Phone _____ Driver's License # _____

Rental Rate Fees

Rental Fee \$ _____ Security Deposit \$ _____ Kitchen Rental Fee \$ _____

Cleaning Fee \$ _____ Alcohol Deposit \$ _____ Linen Cleaning Fee \$ _____

Security deposit will be refunded within 14 days upon satisfactory post-event inspection of facility

**A 2% processing fee will be added to all credit card transaction payments.
The processing fee applies to the entire rental rate and is non-refundable.**



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RENTAL AGREEMENT

This rental agreement dated _____ is between Arkansas Enterprises for the Developmentally Disabled, Inc. (AEDD), 105 East Roosevelt Road, Little Rock, Arkansas herein referred to as OWNER, and _____ herein referred to as RENTER,

Group Name: _____

Responsible Person: _____

Address: _____

Phone: (Home) _____ (Mobile) _____ (Work) _____

For and in consideration of the amount of \$_____ the owner hereby rents the AEDD Multipurpose Center Jack D. Wilson Activity Room to the renter.

The following conditions are hereby agreed to:

1. The facility will be rented on _____ between the hours of _____ am/pm and _____ am/pm.
2. This agreement covers use of the activity room, kitchen and foyer/reception areas and no other space in the building.
3. Consent is given for use of rented space for the sole purpose of a _____ and that no other uses are allowed.
4. No other times, dates, or uses are covered in this agreement.
5. The renter will not leave the facility unattended or unlocked, and will not open any exterior door of the building other than those covered by the rental agreement and the door to the space rented during the use of the facility. The renter will not admit, or permit to be admitted onto the premises, any person not a member or guest of the undersigned organization. **The renter will not use AEDD's name in printed, online or broadcasted media associated with the event. The upstairs area of the lobby is off-limits to anyone hosting or attending an event.**
6. **Upon inspection of the property by Woods Cleaning Service the \$300.00 security deposit (\$600.00 if alcohol was served) will be refunded if the facility and furnishings are left in the same condition as prior to rental.**
7. The renter, in addition to the rental agreement, will promptly pay the owner the full amount required to repair or replace any property, real or personal, which was damaged during the use of the facilities, whether or not said damages were caused by the renter or his/her guests.
8. The renter will indemnify and hold harmless AEDD, and any and all employees and/or volunteers for said entity, from any claims or judgments, including attorney's fees and cost incurred in defense thereof made or entered against any of the above bodies or individuals by any of the undersigned's members or guests for damages or injury arising by reason of the use of such facilities by the undersigned organization or individual.

9. Minimum Insurance Requirements

Renter agrees to maintain insurance coverage and provide a certificate of insurance to AEDD as proof of the minimum coverage as follows:

- Workers Compensation/Employers Liability: Statutory limits.
- General Liability: Minimum \$1,000,000 per occurrence limits to include products and completed operations; also, AEDD shall be named as an Additional Insured.

10. The renter will report immediately to a representative of AEDD any problems, defects, or unusual event which may have occurred on or to the facilities or persons during the use thereof.

11. The undersigned signatory states hereby that he/she has full authority to execute this agreement on behalf of the renter.

12. **PENALTY CHARGES** for violation of set rules and property damage are as follows:

- **NO HELIUM BALLOONS, CANDLES, GLITTER, CONFETTI, RICE or BIRDSEED ARE ALLOWED**
- ___\$100.00 **For violation of use of any of the above listed items**
- ___\$100.00 Stain or floor damage that is not cleanable with soap/water
- ___\$ 50.00 Food and/or beverages left in kitchen or refrigerators
- ___\$ 50.00 Food removed from the refrigerator that is not the property of the renter
- ___\$ 20.00 Per chair for damage to padded folding chairs
- ___\$100.00 Per table for damage to banquet tables
- ___\$ 15.00 Each for table cloth with permanent stains
- ___\$ 5.00 Each for broken piece of dinnerware (salad plate, dinner plate, dessert plate, coffee mug)
- ___\$ 3.00 Each for broken stemware (ice tea or wine goblets)
- ___\$ 50.00 Complaints of excessive noise or loud music
- ___\$ 50.00 If an AEDD staff member must come to the building for any reason related to the event
- ___\$200.00 Lost interior or exterior building keys for any door or closet
- ___**Parking Violations** – A fee of \$100 up to the amount of the full rental deposit will be withheld if a violation occurs.
- ___**Damage to walls and/or windows** will be charged according to assessment and repair of damaged property

Security deposit is due when the rental contract is submitted, and within 7 days of a verbal rental request. Full payment of all fees is due 14 days prior to the date of the scheduled event. Cancellation prior to final payment will result in a \$100.00 cancellation fee. FULL PAYMENT will be forfeited if a cancellation is made within 14 days of the event.

☐

I have read and fully understand the complete rental agreement for the AEDD Multipurpose Center

Name (Please Print)

Signature

Name of Organization

AEDD Representative

Date



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**SUPPLEMENTAL RENTAL AGREEMENT FOR
FOOD AND BEVERAGE**

As a part of the Rental Agreement for utilization of the AEDD Multipurpose Center Jack D. Wilson Activity Room, the following supplement is made in conjunction with the provision and consumption of food or beverages on site.

- The sponsor (renter) of the event agrees to accept full responsibility for the quality and content of food or beverages consumed on site. It is expressly understood that AEDD is herewith held without liability, concerning food and/or beverages by the renter or their agents or attendees.
- **ALCOHOL:** All alcoholic beverages must be served in accordance with Arkansas law. **No alcoholic beverages will be served to anyone under the age of 21. No alcohol, tickets for alcohol, wristbands, or any other products sold in exchange for alcohol may be sold before or during the event.** The renter is responsible for all permits, dispensing (including no off-premises consumption) and insuring no event attendee is over-served and agrees to indemnify and hold AEDD harmless for any and all damage to persons and property resulting from use of the facility including, without limitation, damage or injury caused wholly or in part from the serving of alcohol.
- **ALCOHOL:** Pursuant to the Arkansas Beverage Control regulations, a bartender must be paid to serve alcoholic beverages. Contracting with a bartender is the responsibility of the renter. To contract a bartender, you may contact: Veo Tyson @ 501-554-5725 or Tami East @ 501-831-8984.
- All users will provide certificates of liability insurance including liquor liability coverage from companies and in amounts acceptable to AEDD.
- All costs and delivery associated with catered or brought-in food is the sole responsibility of the renter or their agents.
- No food or beverage shall be left at the AEDD Multipurpose Center after the event.

Failure to comply to ALL above state rules regarding alcohol served during an event will result in complete forfeit of all deposits and possible additional fines from the Department of Finance & Administration Arkansas Beverage Control

I hereby agree to the above requirements and further agree to hold AEDD and its staff harmless in any liability that may occur in conjunction with the event scheduled and with respect to the agreement. I further agree to indemnify the above mentioned persons or entities in any action arising from agreement.

Signature

AEDD Representative

Date

Date



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FACILITY USE INSTRUCTIONS

1. Set up is not provided by AEDD. Two hours of set up time is given to the rental party.
2. All food and beverages **MUST** be removed from the building.
3. Rented equipment other than what is provided by AEDD must be removed from the building at the end of the event. AEDD will not be responsible for coordinating delivery or pickup of any equipment provided by a third party vendor.
4. Smokers are required to smoke outside the building and place all cigarette butts in the appropriate receptacles. Please do not throw cigarette butts on the grass, sidewalk, or parking lots.
5. Lights are automatic and will shut off on their own.
6. The thermostat is automatic cannot be adjusted.
7. Woods Cleaning service is responsible for locking and securing the building after each event.

I hereby agree to the above requirements and further agree to hold AEDD and its staff harmless in any liability that may occur in conjunction with the event scheduled and with respect to the agreement. I further agree to indemnify the above mentioned persons or entities in any action arising from agreement.

Signature

AEDD Representative

Date

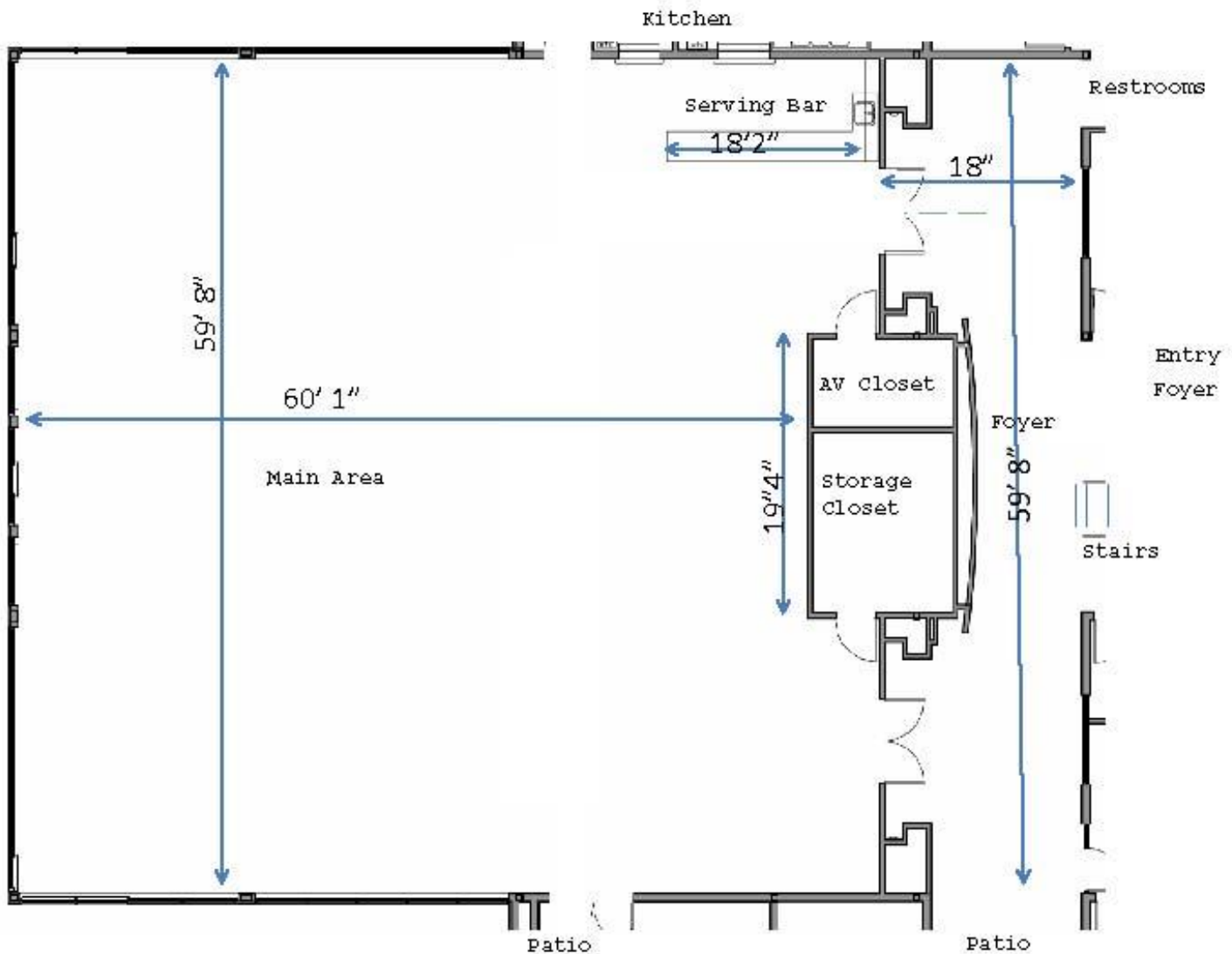
Date



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ROOM DIAGRAM



Tables and Chairs

- 20 60" Round Tables
 - 1 8' Rectangular table
 - 13 5' Rectangular tables
 - 4 6' Rectangular tables
 - 4 4' Rectangular/adjustable bar height tables
- 200 Padded folding chairs

ADDITIONAL INFORMATION

IMPORTANT - RENTAL PACKET FOR AFTER HOURS EVENTS

The responsible party for renting the building should pick up a rental packet the week of the event before 3:00 p.m., or if on a weekend, pick up the packet on Friday before 3:00 p.m. The packet will include keys and security lockup instructions that must be turned into the cleaning crew following the event. ****See the contract for penalties concerning late return of rental packet or lost keys.**

ALARM INFORMATION

All rental parties are given instructions on how to arm/disarm the building. If for any reason the alarm is set off there is a **\$50.00** charge for the alarm call (per call). If the police department is dispatched to the building for any reason there is a **\$200.00** charge for the call. All penalties will be deducted from the rental deposit on file before it is returned. _____ (Please Initial)

SECURITY

Hiring a security guard is at the sole discretion of the renter.

Contact for security:

Little Rock Police Officer Chris Johannes 501-231-3327 email sthrnrsh@aol.com

Officer requires \$30 per hour, paid in cash

EMERGENCY CONTACT INFORMATION

**In case of an emergency when an AEDD staff member needs to be contacted, please call:
Christy Scroggins 501-813-0215**

An additional fee of **\$50.00** will be incurred if an AEDD staff member has to come to the building for any reason during the contracted rental time. _____ (Please Initial)

AEDD MULTIPURPOSE CENTER ENTRANCE AND PARKING LAYOUT

