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**Hello!**

**Thank you for choosing the Junior League of Little Rock for your event space. We appreciate your business and look forward to working with you in the future.**

**Please review the questionnaire below and the attached rental agreement. Return both items with your information and signatures to Pam Cyphers, our rental manager. You can either email the form to [jllrbuildingrental@jllr.org](mailto:jllrbuildingrental@jllr.org) or mail it to/drop it off at the Junior League building.**

**Thank you!**

How did you hear about the Junior League of Little Rock?

- ☐ Through a friend or relative
- ☐ Through a Junior League member
- ☐ Through a wedding website or publication (WeddingWire, The Knot, Zola, Arkansas Bride, etc.); If so, which site: \_\_\_\_\_
- ☐ Online by Google search
- ☐ Online by social media outlet. If so which one: \_\_\_\_\_
- ☐ Through wedding planning events. If so, which one: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

What swayed you to choose our location?

- ☐ The location of the building
- ☐ The competitive pricing
- ☐ The layout of the building
- ☐ The occupancy of the space
- ☐ The style of the building



401 Scott Street, Little Rock, Arkansas 72201  
(501) 375-5557

## RENTAL AGREEMENT

Lessee's Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

This Rental Agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Junior League of Little Rock, hereinafter called the Lessor, and the Lessee listed above.

Event Date: \_\_\_\_\_

Setup: \_\_\_\_\_ to \_\_\_\_\_ a.m./ p.m.

Event Begins: \_\_\_\_\_ a.m./p.m.

Event Ends: \_\_\_\_\_ a.m./p.m.

Clean Up: \_\_\_\_\_ a.m./p.m.

Total Hours Rented: \_\_\_\_\_

1. **Rented Premises:** Lessee agrees to occupy only the areas set forth herein \_\_\_\_\_. If Lessee occupies any areas in addition to that set forth herein, Lessor, in its sole and absolute discretion may cancel this Agreement and use the deposit to cover a rental fee of those areas not covered by this Agreement, or charge a rental fee, cleaning fee, security fee, and all other applicable charges for occupying other areas of the premises, or both.

2. **Rental Charge:** Lessee agrees to pay Lessor a rental fee of \$ \_\_\_\_\_ and such other charges as may be applicable per rental in accordance with the Fee Schedule attached hereto as Exhibit A and incorporated herein by reference.

3. **Deposit:** A deposit of \$ \_\_\_\_\_ is due at the time this Agreement is executed by the Lessor's representative and Lessee. Lessor may use the deposit to cover any damages, excessive janitorial expenses, or any other fees, including payment of security and fire false alarm fees that may be necessary following Lessee's rentals at the sole and absolute discretion of Lessor. The deposit will be maintained by the Lessor throughout this entire Agreement. This deposit is nonrefundable if the Lessee cancels this Agreement except as provided in paragraph 4. If the deposit is not needed as specified, it will be refunded within thirty (30) days of the final rental under this Agreement. **The deposit is due at the time that this Agreement is executed by Lessor and Lessee.**

4. **Prepayment of Rental Fee:** A full rental fee (in addition to the deposit being held in reserve) is due two (2) weeks prior to the rental event date, i.e., on or before \_\_\_\_\_. If the full fee is not received by this date, then this Agreement will be considered null and void, and the full deposit will be forfeited. If the Lessee cancels the event within the two (2) weeks prior to the event date after payment of the full fee, the entire fee will be forfeited, but the deposit will be returned unless it is needed for any additional fees that have not been paid or for any damages.

**Initials.**



5. **Security:** The Lessor will provide security guards for all events held in the ballroom and any other event not to be concluded by 5 p.m. Lessor does not guarantee the security of the Lessee, Lessee's guests, or Lessee's equipment, merchandise, etc. at any time. Lessee may request additional security personnel for an additional fee upon written request to the Rental Manager at least two (2) weeks prior to each rental. **LESSEE AGREES TO INDEMNIFY AND HOLD LESSOR HARMLESS FROM ANY CLAIM, DEMANDS, DAMAGES, OR LIABILITY ARISING FROM THE ACTIONS OR INACTIONS OF ANY SECURITY GUARD PROVIDED.** Lessor reserves the right to require a security guard (s) for any event in the sole and absolute discretion of the Lessor.            **Initials.**

6. **Food and/or Drink:** All serving of food or drink must be pre-approved by the Lessor's Rental Manager or other designated representative. Only Caterers pre-approved by Lessor's Rental Manager may be used by Lessee. It is the Lessee's responsibility to provide Lessor with Caterer's Business License, Health Department Certificate and General Liability Insurance Policy of \$1,000,000.00. Caterer must sign Kitchen Use Policy and Contract prior to event.

7. **Use of Premises:** Lessee agrees to use the leased premises for the purpose of a \_\_\_\_\_ and for no other purpose without the prior written consent of the Lessor. Lessee agrees that at the expiration of the rental term stated above, or any extension thereof, peaceable possession of the premises shall be returned to Lessor in as good a condition as when Lessee takes possession. Lessee agrees to abide by the JLLR Building Rental Rules, attached hereto as Exhibit B and incorporated herein by reference. Lessee also agrees to adhere to the capacity guidelines attached hereto as Exhibit C and incorporated herein by reference. Lessee is responsible for any damages to the premises, including any damages or citations resulting from a failure to comply with the capacity limits.

8. **Utilities and Repairs:** Lessor shall take all reasonable steps to attempt to furnish heating, cooling, water, and, power, keep the premises in good repair, and maintain the premises in the condition, quality, and class equal to its condition on the date of execution of this Agreement. If, in the sole and absolute discretion of Lessor, the premises are not in a condition suitable for the event, the Lessor may cancel the event and refund the rental fee and deposit to Lessee. If Lessor cancels an event for this reason, the Lessee's sole and absolute remedy is the refund of the rental fee and deposit. Lessee shall hold Lessor harmless for any and all other damages, costs, or liability arising from the cancellation of the event.

9. **Default:** Lessee shall be in default under the provisions of this Agreement upon the happening of any of the following events or conditions:

- A. Failure to pay any amount that becomes due under this Agreement;
- B. Should the Lessee become insolvent, or become bankrupt, either voluntary or involuntary, or make any assignment for the benefit of creditors, or if a receiver be appointed for the benefit of Lessee's creditors, or if a receiver be appointed for Lessee to take charge of and manage Lessee's affairs, or if any levy of execution against the Lessee remains unsatisfied for a period of ten days from and after the levy of the same; and
- C. Breach of any of the agreements, covenants, or representations herein, including all attachments.

10. **Remedies in the Event of Default:** In the event of a default by Lessee, during the term hereof, Lessor may, at Lessor's option:

- A. Retain deposit as liquidated damages;
- B. Retain the full rental fee;
- C. Collect a late payment fee of 10% per week or any part thereof that rental is past-due plus interest at ten and one-quarter percent (10.25%) or the highest rate allowed by law whichever



- is less;
- D. Accelerate all rental fees causing all rental fees to become immediately due and payable; or
  - E. Declare this Agreement thereupon terminated.

No delay in or failure to exercise any of the options herein granted to Lessor by reason of a default shall be a waiver thereof, and the waiver on one occasion of a default shall not be deemed a waiver of Lessor's right to exercise its remedies by reason of the same or a similar default at any later occasion. All rights and remedies under this Agreement are cumulative, and the exercise by Lessor of one remedy shall not preclude the exercise of any other remedy at law, equity, or under the terms of this Agreement.

11. **Indemnification by Lessee:** By signing this Agreement, and by using the premises, whether or not this Agreement is properly signed or signed by an authorized person, Lessee hereby agrees to indemnify the Lessor and hold the Lessor harmless against and with respect to any damage, liability, deficiency, loss, cost, expense or claim arising out of or resulting from:

- A. Any breach by Lessee of any representation, warranty or covenant of Lessee stated herein or in any written instrument delivered by Lessor to the Lessee;
- B. The non-fulfillment of any agreement or undertaking of Lessee contained in this Agreement;
- C. Any damage to persons or property or loss occurring in connection with or as a result of the use of the premises by Lessee; and/or
- D. All reasonable costs and expenses (including reasonable attorney's fees) incurred by the Lessor in connection with any action, suit proceeding, demand, assessment or judgment related to the enforcement of this Agreement, incident to any of the matters indemnified against in this Agreement and/or otherwise related to Lessee's use of the premises.

12. **Insurance:** Each party shall be responsible for all insurance on its own property. Lessee must provide a copy of its homeowners' policy or umbrella liability policy with \$1,000,000 in liability insurance **thirty (30) days prior** to the scheduled event. The Junior League of Little Rock must be named as a certificate holder of the policy and listed as an additional insured on the policy.        **Initial.**

13. **Common Areas:** All common areas that Lessor provides shall be for the joint use of Lessor, Lessee, other tenants of Lessor, customers, invitees and employees of Lessor, and guests of Lessee. The use of common areas shall be subject to reasonable regulations or limitation as Lessor shall make or require from time to time.

14. **Other Conditions/Obligations:** It is further agreed between the parties herein as follows:

- a. The Lessee shall pay for all damages to any part of the described premises or other areas of the building occurring through the actions or negligence of the Lessee, its agents, employees or guests. This includes any damages done to walls, floors, chandelier or other fixtures etc. by members of the wedding party, guests or vendors associated with the event will be charged to the Lessee. In the event a dispute arises as to the responsibility for any damage, Lessor, in its sole and absolute discretion, shall apportion the costs of repairing such damage to the Lessee or Lessees who had access to the premises and are more than likely to have caused the damage.
- b. The Lessee shall be responsible for the collection of trash in suitable trash bags or other containers and shall deposit such trash bags or other containers in the place designated by Lessor.
- c. Lessee shall exonerate, protect and indemnify Lessor from and against any and all losses, claims and actions that arise and grow out of any injury to or death of persons, and damage to



property, in or upon the portion of the premises used by the Lessee, except losses, claims or actions arising out of negligent acts or omissions of the Lessor, or its representatives.

- d. Any band, musical group or other third party contracted by the Lessee must remove all its equipment, sound systems, and/or instruments from the building during the Lessee's check-out time. If this is impossible, then prior arrangements in writing must be made with the Lessor's representative for the removal of its items at a time and date when the building is routinely open for the transaction of its business. **Use of fog machines is strictly prohibited.**

**Initial.**

15. **Alarm:** Lessee agrees to pay any fine imposed on the Junior League of Little Rock pursuant to the False Alarm Reduction Ordinance (Little Rock Ordinance No. 19, 331) due to the acts, omissions, or negligence of the Lessee, its agents, employees or guests.

16. **Binding Effect:** This Agreement shall be binding upon the parties hereto and upon their personal representatives, heirs, successors and assigns, and it shall be governed under the laws of the State of Arkansas.

17. **Complete Agreement:** This Agreement, the attached fee schedule, JLLR Building Rental Rules, and capacity limits constitute the entire understanding of the parties, and such understanding may not be modified or terminated except in writing signed by both parties. **Initial.**

18. **Assignment/Sublease:** Lessee shall not assign this Agreement or sublet any portion of the premises without the prior written consent of the Rental Manager. Any assignment of this Agreement or sublease of the premises shall not release the Lessee from liability for any of the provisions contained herein.

19. **Arbitration:** Any dispute or controversy between the parties arising out of or otherwise relating to this Agreement shall be settled by arbitration to be held in Little Rock, Arkansas in accordance with the rules then in effect of the American Arbitration Association or its successor. The arbitrator may grant injunctions or other relief in such dispute or controversy, and the decision of the arbitrator shall be final, conclusive, and binding on the parties to the arbitration. Judgment may be entered on the arbitrator's decision in any court having jurisdiction, and the parties irrevocably consent to the jurisdiction of the state courts of Arkansas in Pulaski County for this purpose. This Agreement is made under, and in all respects shall be interpreted, construed and governed by and in accordance with the laws of the State of Arkansas.

20. The Lessor reserves the right to refuse rental for any reason.

21. **Unenforceable Provisions:** If any one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect under the law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

Lessor: **Junior League of Little Rock**

Lessee:

Signature of Lessor's Representative

Signature of Lessee's Representative

Printed Name of Lessor's Representative

Printed Name



Junior League of Little Rock  
401 Scott Street, Little Rock, AR 72201  
501.375.5557 [jllr.org](http://jllr.org)

**Exhibit A – Fee Schedule – Effective August 1, 2019**

*Rates are subject to change*

## Daytime Rental Rates

*Event must end by 5pm to receive daytime rental rates*

Room	Fee	Hours
<b>Ballroom</b>	\$900	3 hours
	\$100	Per additional hour of event between 9am and 2pm
	\$200	Per additional hour of event before 9am and after 2pm
<b>Banquet Room</b>	\$200	2 hours
	\$60	Per additional hour of event between 9am and 2pm
	\$100	Per additional hour of event before 9am and after 2pm
<b>Crystal Room</b>	\$170	2 hours
	\$60	Per additional hour of event between 9am and 2pm
	\$85	Per additional hour of event before 9am and after 2pm
<b>Past Presidents' Parlor</b>	\$140	2 hours
	\$60	Per additional hour of event between 9am and 2pm
	\$70	Per additional hour of event before 9am and after 2pm
<b>North Meeting Room</b>	\$140	2 hours
	\$60	Per additional hour of event between 9am and 2pm
	\$70	Per additional hour of event before 9am and after 2pm
<b>Board Room</b>	\$140	2 hours
	\$60	Per additional hour of event between 9am and 2pm
	\$70	Per additional hour of event before 9am and after 2pm

**Rentals Include:**

- Table and chair setup and post-event cleaning/ building reset
- One certified law enforcement officer (off-duty LRPD officers) is included for all weekend and evening events. For larger weddings or parties and at JLLR's discretion, an additional certified law enforcement officer will be provided.

Additional Charges	Fee	
Piano	\$75	
Podium	\$25	
Screen in Ballroom	30	
<b>Stage (4 sections) for performers, speakers, etc. Not to be used as a dance floor</b>	\$50 per section	Stages can be set up in following configurations:
		<u>Using 2 sections:</u>
		5' x 5'
		<u>Using 3 sections:</u>
		5' x 7'6"
		<u>Using 4 sections:</u>
		10' x 7'6"
		10' x 5'
		7'6" x 5'

**Discounts: All non-profits and JLLR members are eligible for a 20% discount with proof.**

- Non-profits must provide a copy of their IRS determination letter
- JLLR membership status must be verified through Digital Cheetah by the Office Manager. Members must be in good standing in order to receive the discount.

**Notes:**

- Deposits of 50% of the rental rate are due at the time of booking
- JLLR does not provide staff for coat check

### Exhibit A – Fee Schedule – Effective August 1, 2019

***Rates are subject to change***

## Evening/ Weekend Rental Packages

Package	Fee	Hours
<b>Package 1</b>	\$2,800	6 hours
<i>Ballroom, Kitchen, Bridal Suite, and Caterer's Room</i>	\$300	Per additional hour of event
<b>Package 2</b>	\$3,800	6 hours
<i>Ballroom, Kitchen, Bridal Suite, Caterer's Room PLUS your choice of Banquet Room, Crystal Room, or North Meeting Room</i>	\$350	Per additional hour of event
<b>Package 3</b>	\$4,600	6 hours
<i>Ballroom, Kitchen, Bridal Suite, Caterer's Room PLUS either the Banquet Room or Crystal Room AND an additional room (Banquet Room, Crystal Room, Past Presidents' Parlor, North Meeting Room, Board Room)</i>	\$350	Per additional hour of event
<b>Package 4</b>	\$5,200	6 hours
<i>All rooms, including Ballroom, Kitchen, Bridal Suite, Caterer's Room, Banquet Room, Crystal Room, Past Presidents' Parlor, North Meeting Room, and Board Room</i>	\$400	Per additional hour of event
<b>Banquet Room Only</b>	\$1,000	6 hours
<b>Portrait Only</b>	\$150	2 hours

### Packages Include:

- Table and chair setup and post-event cleaning/ building reset
- One certified law enforcement officer (off-duty LRPD officers) is included for all weekend and evening events. For larger weddings or parties and at JLLR's discretion, an additional certified law enforcement officer will be provided.

Additional Charges	Fee	
Piano	\$75	
Podium	\$25	
Screen in Ballroom	30	
<b>Stage (4 sections) for performers, speakers, etc.</b> <i>Not to be used as a dance floor</i>	\$50 per section	Stages can be set up in following configurations: <u>Using 2 sections:</u> 5' x 5' <u>Using 4 sections:</u> 10' x 7'6" 10' x 5' 7'6" x 5' <u>Using 3 sections:</u> 5' x 7'6"

**Discounts:** All non-profits and JLLR members are eligible for a 20% discount with proof.

- Non-profits must provide a copy of their IRS determination letter
- JLLR membership status must be verified through Digital Cheetah by the Office Manager. Members must be in good standing in order to receive the discount.

**Notes:**

- Deposits of 50% of the rental rate are due at time of booking
- JLLR does not provide staff for coat check
- Friday day setup is not guaranteed. Renter is responsible for contacting the Rental Manager to confirm availability no more than two weeks prior to the event. Renter must schedule Friday setup with Rental Manager and, if available, setup is only available during JLLR business hours (9am- 2pm).

*Rates for New Year's Day and New Year's Eve will be higher rates than quoted above.*





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## **Exhibit B – JLLR Building Rental Rules**

### **AGREEMENT**

1. No verbal agreements will be honored. Any addendum to the Agreement must be made in writing.
2. The Rental Agreement must be executed by the Lessor and Lessee AND the deposit received in order to reserve a date. No date will be held without the executed Rental Agreement and the deposit.
3. Lessee is responsible for his/her guests, employees and agents and their observance of all rules and regulations specified by the Lessor.
4. Not abiding by the JLLR Building Rental Rules could result in loss of some or all of the deposit, at the discretion of the Lessor.

### **FACILITY**

5. The facility will open and close for Lessee according to the contracted hours in the Agreement for setup, rental time, and breakdown. Unscheduled overtime will be charged at the hourly rates specified in Exhibit A – Fee Schedule.
6. No tables, chairs or any other furniture or equipment shall be dragged up and down the stairs and/or across the floors. Lessee will be charged for any damages to the building in an amount to be determined by Lessor.
7. A JLLR representative must be present during the rental of the facility by non-members.
8. Smoking is prohibited on the premises. Lessee will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
9. The rental time may not exceed 12 midnight except on special occasions, e.g., New Year's Eve. Any special occasion exceptions must be agreed upon in writing.
10. No access will be granted to the balcony overlooking the Ballroom or to the porch overlooking Scott Street.

### **DÉCOR**

11. No decorations may be attached to the walls, woodwork, or ceilings and all decorations must be approved in advance by the Rental Manager.
12. Only flameless candles may be used.





13. No rice, birdseed, bubbles, confetti, glitter, bubble machine, rose petals, fog machines, haze machines, or sparklers may be used on the premises. This includes the parking lot and front steps.
14. Bouquets may only be “tossed or thrown” from certain areas of the building. Bouquets are not allowed to be thrown close to a chandelier (Ballroom or staircase). Rental Manager will work with renter to determine location.
15. The Lessor is not responsible for personal property and equipment brought onto the property by the Lessee and/or his/her agents, employees or guests.
16. The Lessee is responsible for moving in and removing all equipment and/or other items from the premises.

#### **FOOD / BEVERAGE**

17. Any bar must close, and any alcoholic beverages must be secured no later than 15 minutes prior to the ending time of the event. Any band or other entertainment must also stop no later than 15 minutes prior to the ending time of the event.
18. If alcohol is being served, a bartender and/or paid server and food must be provided. In addition, the serving of alcohol must comply with all laws and ordinances.
19. A licensed caterer must be used if food is served. If the caterer intends to use the JLLR kitchen in any fashion, including prep, it must sign the kitchen-use agreement.
20. No beer kegs are allowed on any wooden floors throughout JLLR building.

 **Initial**



### Exhibit C- Room Capacity

ROOM	SIZE	SQ. FT.	GUESTS SEATED AT TABLES	GUESTS STANDING	GUESTS SEATED IN ROWS
<b>Board Room</b>	20' x 38'	760	16	N/A	N/A
<b>North Meeting Room</b>	18' x 25'	450	15	25	N/A
<b>Banquet Room</b>	24' x 50'	1200	80	145	120
<b>Crystal Room</b>	30' x 24'	720	30	N/A	N/A
<b>Ballroom</b>	50' x 80'	4000	220	377	350
<b>Past Presidents' Parlor</b>	19' x 21'	399	8	20	N/A