

CONWAY PARKS, RECREATION & TOURISM

MARY THOMPSON CENTER

RESERVATION REQUEST

RENTAL DATE [ ] EXPECTED ATTENDANCE [ ]

(Note: Rental is for this date only)

Note: By Order of the Fire Marshall, maximum capacity is 64

Name \_\_\_\_\_
Company/Group \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Email \_\_\_\_\_

DESCRIBE IN DETAIL THE TYPE OF EVENT/ACTIVITY YOU PLAN ON HAVING

\_\_\_\_\_
\_\_\_\_\_

Daily Rental Rate: \$100.00

Security Deposit: \$75.00

\*To reserve the Mary Thompson Center, an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later 48 hours prior to the reservation date. For this form to be processed, the security deposit must be paid when the request is submitted.
Rental Rate for ADVANCE RESERVATIONS (8 days to 6 months in prior to date) must be paid in Full no later than 48 hours prior to the date of the event.
Rental Rate for LATE RESERVATIONS (7 days to 48 hours) along with the security deposit must be paid at the time of request.
Only cash, credit or debit payments will be accepted within seven (7) business days of the desired reservation.
\*A cancellation with less than 72 hours written notice shall result in a forfeited Security Deposit and/or facility rental fees.

I/We (applicant) agree to be fully responsible for the facilities rented per conditions as outlined on the front and back of this reservation request. Applicant understands that this request should be returned to the Conway Parks, Recreation & Tourism Department for processing. Applicant understands this request is subject to the approval of the Parks, Recreation & Tourism Director or his designee.

Failure to comply shall result in loss of security deposit and additional costs incurred for damages that may occur while the facility is being rented.

Signature of Applicant

Date

For Office Use Only
City Resident Security Deposit of \$75.00 paid by: [ ] Cash [ ] Check# [ ] Credit
Non-Resident Rental Fee of \$ [ ] Date Paid: [ ]
Rental fee paid by: [ ] Cash [ ] Check# [ ] Credit
Approved by: [ ] Date entered in Sportsman Calendar: [ ]

**I, hereby accept the condition of the Mary Thompson Center and its furnishings as clean and not damaged and agree to the following rules & regulations stated on the front and back of this agreement:**

Applicant may begin their set up at the Mary Thompson Center no earlier than **7:00am** on the date specified on the face of this contract. The event must end no later than 11:00pm on the rental date specified. Facility must be cleaned and returned to its pre-rental condition with all supplies removed no later than 12:00 midnight of the date of rental. **THIS CONTRACT ALLOWS FOR THE USE OF THE MARY THOMPSON CENTER ON THE DATE SPECIFIED ON THIS CONTRACT. YOU MAY NOT DECORATE THE DAY BEFORE THE EVENT OR LEAVE ITEMS AFTER YOUR EVENT ENDS.**

1. All decorations, equipment, paraphernalia, food, trash etc... installed by the applicant or their authorized representatives must be removed from the facility prior to the end of the contract period stated on the front of this application. Failure to remove items shall result in loss of security deposit.
  2. Independent Contractors, such as Caterers, Decorators, Photographers, etc... that you use for an event/activity held at this facility must have a City of Conway Business License. Please list name and contact information any of the above that you plan on using:
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3. Any and all items left after the rental period shall be deemed abandoned. The City of Conway shall exercise its right to remove any items and dispose of. Items left shall result in loss of security deposit.
  4. No staples, nails, tape, thumb tacks, etc., may be inserted into walls, doors, ceilings fixtures etc.... ***Failure to adhere to this rule shall result in loss of security deposit.***
  5. Facility keys will be issued no more than 48 hours prior to rental date. Keys must be returned by the next business day or security deposit shall be forfeited. The key that you will be issued unlocks the single door adjacent to the parking lot.
  6. No drugs, alcohol or tobacco products are allowed in the facility. Drugs and alcohol are not allowed on city park property.
  7. Only applicants age 21 and older will be considered for approval.
  8. The Parks, Recreation & Tourism Director reserves the right to deny applications submitted.
  9. No Rice, grain, confetti, etc., shall be thrown or distributed in the building or directly outside the building.
  10. No mud, soil, or pots containing water, except flower pots, may be placed in the building.
  11. Approximately **10** Tables and **60** Chairs are available for use. A refrigerator, stove and sink are also available. All equipment is clean and in good working order. Damages to any equipment shall be billed to applicant. Do not sit or stand on tables. Do not stand on the chairs. **Tables and chairs are NOT to be removed from the facility.**
  12. HVAC controls must be turned off at the end of the rental period. All lights must be turned off. All exterior doors and windows must be locked prior to the end of the rental period.
  13. **Kitchen use:** If the Stove, sink or refrigerator is used, the equipment must be cleaned (stove turned off) prior to the end of the rental period. No raw materials (*food/trash, other debris*) may be dumped into sinks. All items brought in, must be removed prior to the end of the rental period. **COOKING IS ONLY ALLOWED IN THE KITCHEN.** Grills, etc... may not be brought into the facility or placed on the porches.
  14. Applicant must supply their own cleaning supplies and trash bags for clean up. A broom, dust pan, mop and bucket are available for use. All bags of trash must be properly disposed of prior to leaving the facility. All floors must be swept, trash picked up and damp mopped prior to the end of the rental period.
  15. Applicant is responsible for the security of the building during the rental period and ensure the building is secured prior to leaving.
  16. Conway Parks, Recreation & Tourism staff and Conway Police reserve the right to enter facility at any time.
  17. Any injury as a result of the renter's use of the building is the responsibility of the renter.
  18. No admission fees or funds in general may be collected from the public for any event held at this facility.
  19. This facility cannot be subleased.
  20. Applicant shall be responsible for replacement cost of any damages that occur to the building or contents during their rental period. Parks, Recreation & Tourism staff inspect the facility after each rental.
  21. This property is subject to all ordinances of the City of Conway. The City of Conway's noise ordinance is in effect. Loud music is not allowed. Parks, Recreation & Tourism Staff and or Conway Police reserve the right to shut down the event if any rules and regulations are not adhered to.
  22. All events (for ages 20 and under) must be properly chaperoned.
  23. Events/Activities, such as gambling, (*bingo included*) which may be deemed objectionable will not be permitted on the premises. The Parks, Recreation & Tourism Director shall rule on all unusual circumstances and his decision shall be final.
  24. Conway Parks & Recreation at 843-488-1950. Conway Police non-emergency line 248-1790.