North Little Rock Parks and Recreation Facility Rental Guidelines

A full list is on the back or at nlrpr.org/rentals

Old Mill Wedding

Revised April 2020

Reservation time includes arrival, set-up, event, clean-up, and departure.

Set-Up:	**Clean-Up**:
• Renter is not allowed to bring tables, tents, and chairs. • Decorations (including but not limited to streamers, silly string, balloons, glitter, etc.) are not allowed. Nothing is allowed to be attached to (by tape, staple, nail, etc.) or hung on any structure, tree, or plant. Exceptions include a few small, self-contained plants or flowers, easel of flowers, self-supporting arch, etc.	☐ All decorations supplied by the renters must be removed from the park at the end of the time period. ☐ All trash (including, but not limited to, programs, directional signs, etc.) should be placed in appropriate trash containers.

Ceremony Area: *(If you choose to use another section of the park, you will not have exclusive use of that section.)*

Time Periods: 30 minutes time slots between opening and closing (times vary depending on season of the year). This time period allows for the quick setup, ceremony, and cleanup.

Limitations:

- Wedding party and guests should not exceed 20 people total.
- Park and its features will remain open to the public.
- No throwing or tossing items (includes, but not limited to rice, birdseed, glitter, etc.).
- No pets.

Rental Area: A paid rental receipt allows the renter exclusive use of the Ceremony Area (shown above) during the 30 minute time slot, any use of another part of the park will be non-exclusive.

Changing Rooms: The restrooms are the only place to change into and out of wedding clothing. In-between changes, restrooms will remain available and open to the public.

Parking: Park in designated on-street areas only.

Prohibited Items Exception: None.

Maintenance Needs:

Daily 8:00 am-4:30 pm - 501-791-8591 / After Hours ***Maintenance Emergency*** 501-580-1349

NLRPR Reservations and Administration Office 2700 Willow Street • North Little Rock, AR 72114 501-791-8537 • reservations@nlrpr.org	Renter: _____ Signature: _____ Date: _____

Rental Guidelines for All Facilities *(revised 20200909)*

These guidelines apply to all rental facilities. However there are some additional guidelines for specific facilities:
Pavilions, Hospitality House, Idlewild House, Heritage Room, River House, and Club House at Stone Links which are available on separate pages.

Reservations: Facility renter must be at least 21 years of age (a copy of valid driver's license or government issued ID is required at time of payment and/or key pickup for verification purposes).

Fees: A booking/clean-up/damage deposit ("deposit") is required at the time of reservation. Additional fees may be required for certain rental/event components (refer to DEPARTMENT *Schedule of Fees and Charges*).

Pavilions: Rental fee and deposit must be paid at the time the rental is made.

Club Houses: Rental fee may be made at time of reservation, but must be made prior to rental date or when key is picked up.

Forms of Payment: check, cash, money order, or credit/debit card. Checks will not be accepted less than three (3) weeks before reservation date. There will be a $25 fee for returned checks.

Deposit and Damages: A deposit is required for all facilities. The DEPARTMENT reserves the right to withhold the full deposit or a portion of the deposit at their discretion if the facility requires additional cleanup and/or the facility has received damages due to the rental. Renter is responsible for the cleanup of the facility and placing all trash, refuse, debris, garbage, etc. in appropriate waste containers. Renter is responsible for any damage done to the facility, fixtures, structures, furniture, appliances, rugs, equipment, grounds, etc. as a result of their rental. Any damage will be fixed or replaced under the direction of the DEPARTMENT and will be billed/invoiced to the renter. Payment for these repairs minus any deposits paid or replacements will be made by the renter within five (5) business days. If cleanup is determined acceptable and no damage has occurred the deposit or a portion thereof will be refunded.

Cancellations: To receive a full refund (deposit and paid rental fee) for a cancellation, the renter must notify the DEPARTMENT, in writing, a minimum of five (5) business days prior to the reservation date. If the renter cancels within five (5) business days, renter will forfeit the deposit and may use the paid rental fee to reschedule the event for an available date within one calendar year of the original rental date.

The DEPARTMENT reserves the right to alter (move location or cancel) the rental due to unsafe, unusual, unforeseen conditions, maintenance issues, etc. If the DEPARTMENT needs to alter the rental, the DEPARTMENT will attempt to contact the renter as soon as possible using the phone numbers and/or email provided on the receipt to inform the renter and attempt to arrive at a solution.

Rain Policy: If you are unable to use any portion of your rental time, there will be no compensation for lost time. If your rental is entirely rained out, contact us the next business day so your rental reservation may be rescheduled for an available date within one calendar year of your original rental date. Rentals cannot be cancelled prior to your rental date due to projected weather forecasts. Severe weather must be occurring in the park for rental to be rescheduled.

Prohibited Items: **Alcohol is not permitted in City parks and facilities except inside Hospitality House, Heritage Room, River House, and the Club House at Stone Links**. **Smoking and tobacco use (including vaping and e-cigarettes) is prohibited in City parks and facilities** except in designated areas. Glass containers are prohibited in City parks except in designated areas. **Drugs are not permitted in City parks and facilities.** (Reference City Ordinance Number 8420).

Transfer of Agreement: The reservation may not be transferred to another person nor can the rented facility be sub-rented. If the renter needs to transfer the agreement to another person or organization, the agreement needs to be cancelled and, if the facility is still available, the other person/organization will need to complete a new reservation.

Decorations and Signage: Staples, tacks, pushpins, nails, etc. are prohibited. Please use tape or other temporary, removable adhesive (such as Command Strips) or clips to fasten table coverings to the tables, to decorate the facility, and/or post any type of signage. All decorations, signs, etc. and means of attachment must be removed at the end of the rental period. Glitter type decorations and "silly string" are not allowed. If these types of decorations are used and the facility requires additional clean up, the renter will be invoiced and payment required.

Set-Up and Clean-Up: **Set-up and clean-up must be done within your allotted rental time period unless other arrangements have been made with the DEPARTMENT.** The DEPARTMENT makes efforts to ensure the facility is clean and in working order before the rental. The renter should inspect the facility upon arrival and document any issues with cleanliness, operation, etc. and notify the DEPARTMENT in a timely manner. Trash cans are provided for your convenience. The facility and its parking lot must be cleared of all waste (trash, garbage, streamers, balloons, signs, etc.) generated during or because of your rental and placed in an appropriate waste receptacle. If there is more waste than will fit in the provided waste receptacles, the waste must be placed into trash bags and left next to the provided waste receptacles. If excessive waste must be picked up by the City, the renter will be charged accordingly. Renter will be responsible for turning out the lights and locking the doors (if applicable) upon leaving the facility.

Special Amusements: Any special amusements must be mentioned when making the reservation and may be subject to additional regulations, permits, and fees. Special amusements include, but are not limited to, using a band, amplified sound more than a standard boom box, pony rides, petting zoos, inflatables (moon walks, bounce houses, etc.), dunking tanks, vendors, etc. Special amusements are not allowed at all locations.

Special Events: A separate *Special Event Application* may be required for some rentals and will need approval by one or more city departments (Parks and Recreation, Police, Fire, Traffic, Safety, etc.). This process needs to be started a minimum of 45 calendar days prior to the rental. A *Special Event Application* will be required for rentals open to the public, or meet one or more of the following: need a road or area closed, have an estimated attendance of more than 300 people at one time, have vendors and/or exhibitors selling/soliciting at the rental, or rentals needing multiple consecutive days.

Security: Security may be required for certain types of rentals. If security is required, the renter is responsible for acquiring the security through the North Little Rock Police Department, payment of any associated fees, and notifying DEPARTMENT in writing of the security arrangement before the rental will be authorized.

Vehicles: Motorized vehicles are allowed in designated parking areas and roads only; parking is not permitted on streets or grass. Driving or parking in parks or at community centers on sidewalks, turf, paved trails, or landscaped areas to load or unload equipment is prohibited. Other prohibited areas may or may not be marked with appropriate signage.

Grills: One or more charcoal grills are provided at most pavilions. Ashes from these grills must be cold and properly disposed of before leaving the area. Personal charcoal or gas grills, or smokers may be used on paved or gravel surfaces but are not allowed under the roof of the pavilion or inside an enclosed facility. Large charcoal, gas grills, or smokers on trailers must remain in the parking area of the facility. Deep fryers are not permitted. It is the responsibility of the renter to know and observe any fire bans.

Pets: Pets must be on a leash at all times within the park unless in the dog park (located in Burns Park near the tennis center). Owners or handlers will remove and properly dispose of the pet's feces. Pets are not allowed in an enclosed facility except for service animals.

Music / Sound: Radios are permitted. Sound and noise must be kept centralized to your rental area and not cause a disturbance to other park users. City and/or DEPARTMENT staff will decide if sound or noise is too loud and reserves the right to silence any disturbing music/sound.

Utility Use: There are standard electrical outlets at most pavilions and must not be overloaded. There is a water faucet at most pavilions and is intended for basic use. Inflatables, slip-n-slides, wading pools, etc. may be used with prior permission and additional fees may need to be paid. If it is found that utilities are being used excessively or without prior permission, the renter will be invoiced and payment required.

Liability: The renter is bound by all DEPARTMENT and Parks and Recreation Commission rules and policies, and City Ordinances as though the same were inserted here. The renter hereby agrees to hold the City harmless for any and all claims for damages, injuries to persons or property resulting from the violations of any aforementioned rules, policies, regulations or ordinances and will be responsible for the group's behavior and actions. Ordinance 8420 (Chapter 10 of the North Little Rock Municipal Code) is specific to Parks and Recreation although other rules, policies, regulations, and ordinances may affect activity in the parks or DEPARTMENT facilities as well.

Denial of Rental: The DEPARTMENT reserves the right to deny rental for any reason. This includes, but not limited to: failure to abide by rules of this agreement or city ordinances on one or more previous occasions, issuance by the renter of a check for insufficient funds, rental is deemed not in the best interest of the City of North Little Rock, the renter transfers or attempts to transfer privileges to another party, renter fails to pay for previous damages, and/or rental is made under false pretenses.

Vending or Soliciting: The selling or soliciting of goods and services, whether by the renter or the attendees, is prohibited without prior approval of the DEPARTMENT.

Proof of Rental: Approved payment receipts should be on hand during your rental to avoid conflicts and show proof of your approved reservation.

Vendors: Any vendors that will be on-site selling or soliciting for sale items (food, beverages, shirts, etc.) and/or services must have prior approval by the DEPARTMENT.

Caterers: If the rental is being catered, the name of the caterer must be submitted to the DEPARTMENT prior to the reservation. Be aware the Caterer must have a current Business License, Advertising and Promotion License, and a Dept. of Health Inspection. Caterers must abide by the vehicle section of these guidelines.

Initials: _____