



Animal Shelter  
1 Championship Dr.  
NLR, AR 72118  
501-791-8577

[animalservices@nlr.ar.gov](mailto:animalservices@nlr.ar.gov)

### **Rental Agreement for Animal Shelter Birthday Party Room**

This Rental Agreement ("Agreement") is between the NLR Animal Shelter, 1 Championship Dr., North Little Rock Arkansas (herein referred to as "OWNER), and \_\_\_\_\_ (herein referred to as "RENTER,") and is effective on the date signed by OWNER.

Group/individual name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Home \_\_\_\_\_ Cell \_\_\_\_\_

For and in donation of the amount of \$ \_\_\_\_\_ the Owner hereby rents the following room and/or rooms \_\_\_\_\_ to the Renter.

**The following conditions are hereby agreed to:**

1. The facility will be rented for \_\_\_\_\_ between the hours of \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM. No rental shall be outside of business hours.
2. This Agreement covers use of said room and no other space in the building, except for any restroom or kitchen facilities.
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 permitted in this Agreement.
5. That the Renter will not admit/permit to be admitted onto the premises any person who is not a member of Renter's organization, or guest of the undersigned

organization/person. The Renter will not permit any alcoholic beverages, tobacco, marijuana, legal or illegal controlled substances, firearms or weapons to be brought onto and/or consumed on the premises.

6. The Renter must supply own kitchen utensils (pots, pans, cookware, flatware, *etc.*). All appliances must be turned off at the end of the rental period. Counters, sinks, microwave, refrigerator, *etc.* must be left as clean or in cleaner condition than it was found.
7. That prior to leaving the facility, the Renter will see that all debris, trash, and similar items are picked up and deposited in the proper receptacles. That all furniture and furnishing are replaced in the positions they were in prior to use of the facility; and that the facilities are in the same condition they were prior to the renters use thereof.
8. That the Renter, in addition to the Agreement and donation, will promptly pay the Owner the full amount required to repair or replace any property, real or personal which shall have been damaged during the use of the facilities by the Renter whether or not said damages were caused by the Renter or its/his/her guests, agents, employees, or volunteers.
9. That the Renter will indemnify and hold harmless the City of North Little Rock, City officials, employees, agents and volunteers working on site, against all claims, costs, losses, judgments, and damages, including attorney's fees and cost incurred in defense thereof arising out of or relating to the use of such facilities by the undersigned organization or individual.
10. That the Renter will report immediately to the Director of The NLR Animal Shelter or his/her designee any problems, defects, or unusual events which may have occurred on or to the facilities or persons during the use thereof.
11. The Renter agrees to pay a donation of \$\_\_\_\_\_ payable on acceptance of the contract. All donations are final and non-refundable.
12. The undersigned signatory states hereby that he or she has full authority to execute this agreement on behalf of the Renter.
13. No glitter or confetti type materials will be allowed. No signs, banners and or flags shall be affixed to any walls and/or fixtures without the expressed approval of the Animal Shelter Director or his/her designee. Any candles must be inside of a container such as a bowl or hurricane lamp. No rice or birdseed will be used inside or outside of the building for any reason. Personal pets are not allowed for safety reasons, for people and the animals that stay here. Please understand that while we enjoy seeing your pets, it may not be the safest environment, medically speaking, even though we do our best to keep the facility clean and prevent communicable disease between animals it is not always possible to prevent such things. As we are an active Animal Shelter that brings in many animals from all over the City of North Little Rock.
14. The Owner reserves the right to deny rental for reasons including, but not limited to the following: failure to abide by rules of this Agreement or City ordinances, issuance by the Renter of a check for insufficient funds, the Renter transfers or attempts to transfer

privileges to another party, or Renter fails to pay for previous damages, and/or rental is made under false pretenses.

15. The Owner reserves the right to alter (move location or cancel) the rental due to unsafe, unusual, unforeseen conditions, maintenance issues, *etc.* If the Owner needs to alter the rental, the Owner will attempt to contact the Renter as soon as possible using the phone number(s) and/or email provided in the Agreement to inform the Renter and attempt to arrive at a solution.
16. The selling or soliciting of goods and services, whether by the Renter or the attendees is prohibited, without prior approval of the Owner.
17. Any vendors that will be on-site or soliciting for sale items (food, beverages, shirts, *etc.*) and/or services must prior approval of the Owner.
18. If the rental is being catered, the name of the caterer must be submitted to the Owner prior to the reservation. Be aware the Caterer must have a current Business Privilege License from NLR City Clerk, or any other city in Arkansas, Advertising and Promotion License, and a Dept. of Health Inspection. Caterers must abide by Section 17.
19. Motorized vehicles are allowed in designated parking areas and roads only; parking is not permitted streets or grass. Driving or parking on turf, or landscaped areas to load or unload equipment is prohibited.
20. The Owner, City of North Little Rock Animal Shelter and the City of North Little Rock and all employees and/or volunteers, city officials or city employees do not expressly waive or forfeit any immunities and privileges that attach as a matter of law.
21. The laws and jurisdiction of the State of Arkansas shall be controlling in the event this agreement should require interpretation. The parties agree that proper jurisdiction and venue for any cause of action arising from this Agreement shall be vested in either the Circuit Court of Pulaski County, Arkansas or the U.S. District Court for the Eastern District of Arkansas, Little Rock.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**The NLR Animal Shelter**

**[Name of Individual or Organization]**

\_\_\_\_\_  
Adam Tindall, Director

\_\_\_\_\_  
Signature of Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date