



7400 Highway 107 • Sherwood, AR 72120
 www.thegreensatnorthhills.net • 501-833-0476
 Facility Coordinator: Misty Raper • misty@cityofsherwood.net
 Facility Associate: Barbara Hubbard • bhubbard@cityofsherwood.net

EVENT CONTRACT

Event Date: _____ Move-In Time: _____ Event Start Time: _____ End Time: _____

Type of Event: _____ Estimated Attendance: _____

CONTACT INFORMATION

Group Name: _____

Full Mailing Address: _____

Primary Contact: _____ Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____ Email: _____

VENDOR INFORMATION (PLEASE REVIEW POLICY FOR FOOD AND ALCOHOL.)

Arkansas-Licensed Caterer: _____ Phone: _____

Caterer Business License Caterer Liability Insurance Caterer Health Dept. Permit Serving Alcohol?
 YES NO

PAYMENT INFORMATION (FINAL BALANCE DUE 10 DAYS BEFORE EVENT.) DATE DUE: _____

[\$ _____ Room Fee] + [\$ _____ For ____ Extra Hours @ \$25/hr or ____ Extra Days] = [\$ _____ Total]

PAYMENT DESCRIPTION	AMOUNT	DATE PAID/RECEIPT #	BALANCE
Refundable Damage Deposit	\$200		Not applied to balance
Room Deposit Per Day (Applied to total)	\$150		

The Undersigned acknowledges having received, read and understood the General Policies of The Greens at North Hills. The Undersigned agrees to be bound by the terms of these General Policies as they may be amended by Management at any time.

Patron Signature: _____ Date: _____

Staff Signature: _____ Date: _____



7400 Highway 107 • Sherwood, AR 72120

www.thegreensatnorthhills.net

501-833-0476 • Fax: 501-833-3278

Facility Coordinator: Misty Raper • misty@cityofsherwood.net

Facility Associate: Barbara Hubbard • bhubbard@cityofsherwood.net

GENERAL POLICIES

DEPOSIT: An initial \$150 room deposit per day and a \$200 refundable damage deposit are due at the time of scheduling your event. The \$150 room deposit will be applied to your rental balance. The damage deposit is not applied to your rental balance and may be refunded to you via a check issued by the City of Sherwood if cleanup and policies are adhered to [see sections on rental time and cleanup below]. If your deposits are not remitted with your contract, your reservation will be canceled and The Greens at North Hills will have no further obligations under this agreement. No hold will be placed on a date without these deposits and a signed contract in place.

FINAL PAYMENTS: Final payment for the rental fee and other rental charges are due 10 days prior to your event. Payments may be made by check, cash, credit or cashier's check.

CANCELLATIONS/REFUNDS: For events canceled 90 days or more prior to the event date, 100% of your deposit will be refunded. For events canceled 60-89 days prior to the event date, 50% of your deposit will be refunded. For events canceled 30-59 days prior to the event date, 25% of your deposit will be refunded. For events that are canceled less than 30 days prior to the event date, 0% of the deposit will be refunded.

_____ **RENTAL TIME:** Your event starts and ends at the contracted time. This means that the doors will be opened at the contracted time and doors are locked at the end of that contracted time. For instance, for an evening event scheduled from 3 p.m. to midnight, the doors may open at 3 p.m. and a staff member will lock the doors at 12 a.m. This means that the event planners, party guests, all decorations, all catering staff, DJ staff, and other hired staff are out of the room at 12 a.m. **If all of the above are not out of the room by the allotted time, the \$200 damage deposit will be taken as a facility charge for going over your allotted time. All evening events must conclude prior to midnight. No exceptions.**

ADDITIONAL TIME: The Greens at North Hills rents the event space in blocks of six hours (early weekday events) and nine hours (late day/evening and weekend events). If you require additional time before or after your six or nine hours begins you will be charged \$25 per hour. **No additional time is available after midnight.** Additional time must be arranged with The Greens at North Hills management at least 10 days before your event date. The Greens at North Hills management cannot guarantee additional time will be allowed if not given the 10 days of lead time.

WEDDING REHEARSALS: If you are having your wedding at The Greens at North Hills and you would like to have your rehearsal the night before, you will be charged for the full fee. No exceptions. You may reserve the day prior to your event, if it is available, for \$300 during regular business hours only. (Monday through Friday, 8 a.m. to 5 p.m.) The rehearsal date will require a separate \$150 room deposit and must be booked at least two weeks in advance.

DATE CHANGE: Renters must give 30 days notice to change their event date and/or time of their event. If less than 30 days notice is given a \$100 change fee will be added to their rental fee balance.

INCLUDED IN RENTAL: The total rental fee includes event space, time, round and long tables and chairs. The Greens at North Hills does NOT provide utensils, plates, barware, drinkware, napkins, office supplies, extension cords, ironing boards, linens, etc.

_____ **ROOM DIAGRAM:** A room diagram with the arrangement for tables and chairs must be agreed upon 10 days prior to your event. If The Greens at North Hills doesn't receive a room diagram at least 10 days prior to your event, The Greens at North Hills cannot guarantee that the room will be set-up in time for your event. The Greens at North Hills staff will set up the room only one time. Any changes that the renter wants to make after the room has already been set up initially will be their responsibility, including breaking down and resetting the room between a wedding ceremony and reception. The Greens at North Hills will take down all tables and chairs at the end of the event.

_____ **DECORATIONS:** Candles, table centerpieces or other decorations must meet all local fire regulations, health department regulations and any other applicable government regulations. All candles must be used in a candle holder or suitable glass container. No open flames will be allowed. Nails, screws, heavy glue, and anything else that could leave permanent marks or damage to the facility may not be used at any time. Nothing may be hung from light fixtures or the drop-ceiling. Ink stamp pads and paint may not be used for guest books. Fog machines, glitter, confetti, rice, and birdseed are not permitted indoors or outdoors. Sparklers, fireworks or other pyrotechnic materials are not permitted indoors or outdoors. The Greens at North Hills reserves the right to refuse decorations from patrons should they feel it is necessary to do so. When in doubt, please ask The Greens at North Hills management. Renters may bring in outside rental items for their event. All decorations and rentals must be removed by the contracted end time unless prior written arrangements have been made with The Greens at North Hills management.

CHRISTMAS DECORATIONS: During the month of December, Christmas decorations will be in place at The Greens at North Hills. These are to remain up throughout the entire month of December. No party is to take down any of the decorations for any reason. No exceptions.

(Renter initial.) **FOOD AND ALCOHOL:** Alcohol service is allowed at The Greens at North Hills. Cash bars may only operate with approval from the Arkansas Alcohol Beverage Control and any permits obtained for that purpose must be onsite at the time of service. Alcohol service must cease one half-hour before the end of the event. If at any time The Greens at North Hills staff deem it necessary to stop the service of alcohol earlier, the renter will be notified and the service shall cease. The City of Sherwood accepts no liability for the actions of the group or its guests at alcohol-related events. The renter will accept full responsibility for adherence to all ABC regulations, regardless if an open bar or cash bar is in service. No beverages are to leave the premises. All food served must be provided and delivered by a caterer. All caterers must be licensed by the State of Arkansas and must bring copies of business licenses, Arkansas Health Department permits and proof of liability insurance 10 days prior to the scheduled event. No exceptions.

DOWNSTAIRS CLUBHOUSE/GOLF COURSE: The inside downstairs door will remain locked throughout your event. If event guests would like to have a drink/dinner at the restaurant downstairs, they must use the stairs outside at the back of the building OR go out the front of the building and go around the building. **All alcoholic beverages purchased from the restaurant downstairs must remain in the restaurant. No guests are allowed on the golf course at any time.** Renters and guests must keep in mind golfers could be playing during the event (depending on the time of the day).

LOST ARTICLES: The City of Sherwood is not responsible for any articles left or lost at the premises prior to or after your event. Security arrangements should be made should items be left unattended.

PARKING: The Greens at North Hills parking lot is for event guests, along with golfers and restaurant patrons. The Greens at North Hills will not reserve spaces for your event guests.

(Renter initial.) **CLEAN-UP RESPONSIBILITY:** The renter is responsible for cleaning up all decorations and removing them from the room at the end of the event, collecting trash in the designated areas and cleaning up any spills/trash (including flower petals) during the event. Renter is responsible for making sure all decorations are out of the room at the end of the night — meaning all decorations are cleaned up and tablecloths and rentals are removed. The Greens at North Hills is responsible for setting up and breaking down all tables and chairs and all other cleaning responsibilities. **If the renter fails to clean up the room per these specifications, the \$200 damage deposit will be kept by The Greens of North Hills.**

SECURITY: The Greens at North Hills receives security from the Sherwood Police Department. Their responsibility is to watch the parking area as well as the entire facility. They are not responsible for vehicles left unattended in the parking lot, or unattended items left on the premises prior to or after the event. A security person can be arranged at the cost of the normal hourly rate. To arrange security for your event please contact the Professional Standards Division at the Sherwood Police Department: 501-835-1425. This needs to be done immediately after the party is scheduled.

HOLD HARMLESS AND INDEMNIFICATIONS: Renter agrees by signature below, to hold harmless and indemnify the City of Sherwood, agents and employees against (I) any and all claims of losses for services rendered by any subcontractor, person or firm performing or supplying services, materials in connection with the performance of this contract; (II) any claims or losses resulting to any person or firm injured or damaged by the erroneous, willful or negligent acts or omissions, including disregard of Federal and State Statutes or regulations, by the organizer, its officers, or subcontractors in the performance of this contract; (III) any damage to or loss of property organizer or of any other person entity.

ARBITRATION: Should a dispute arise to the enforceability or breaches of any term of this agreement, the parties agree to submit their dispute to binding arbitration under the rules of the American Arbitration Association.

CONDITIONS OF AGREEMENT AND RENTER RESPONSIBILITY: The renter agrees to begin the function at its scheduled time and to have guests and invitees vacate the premises at the designated time. The renter agrees to assume full responsibility for the conduct of their guest. Damages resulting from renter's guest will be charged to the renter. The renter further agrees to reimburse the City of Sherwood for any overtime wage payments, other expenses of damages incurred by the City of Sherwood because of the patron to comply with facility regulations. The renter agrees to leave The Greens at North Hills in the same condition as it was when they arrive or the damage deposit will not be returned.

ITEMS AT THE GREENS AT NORTH HILLS ARE THE PROPERTY OF THE CITY OF SHERWOOD.

I, _____, have read the general policies and will comply with all regulations.

Patron Signature _____ Date _____

City Representative _____ Date _____



CREDIT CARD AUTHORIZATION

A MINIMUM \$20 PURCHASE IS REQUIRED FOR ALL CREDIT CARD TRANSACTIONS.

Cardholder Name: _____

Full Billing Address: _____

Type of Card: Visa MasterCard Discover Expiration Date: _____

Credit Card Number: _____ Security Code: _____

Items Purchased	Amount
\$200 Damage Deposit	\$200
\$150 Room Deposit	\$150
TOTAL:	\$350

By signing below, I authorize the City of Sherwood to debit my credit card one time for the above fees. I understand that I must contact the office with whom I have made this transaction to process a refund, which will be given to me by check.

Signature: _____ Date: _____



Name:

Date of Event:

Layout Due Date:

