

Forrest City Civic Center Contract
Larry S. Bryant, Mayor
224 N. Rosser • PO Box 1074
Forrest City, AR 72336

www.forrestcity-ar.com

Civic Center Site Location
Jimmy Gaines, Site Manager
1335 N. Washington
870-633-0041

Civic Center Booking Site
Markita Anthony, Booking Agent
224 N. Rosser
870-633-1315

Today's Date: _____
 Renter's Name: _____ Organization: _____
 Address: _____ Telephone: _____
 City: _____ Purpose of Rental: _____

Rental Rates Entire Building

Nonprofit Events

	Date	Rate	Time
Monday – Sunday (up to 12 Hours)	_____	\$500.00	_____
Additional 2 Hours		\$135.00	

For Profit Events

	Date	Rate	Time
Monday – Sunday (up to 12 Hours) plus \$200.00 damage deposit	_____	\$1,200.00	_____
Additional 2 Hours		\$175.00	

Rental Rates Per Room

Nonprofit Events

Room	Date	Rate	Time
Auditorium & Henley Room (up to 6 Hours)	_____	\$162.50	_____
Auditorium (up to 6 Hours)	_____	\$125.00	_____
Henley or Ferguson Room (up to 6 Hours)	_____	\$75.00	_____
Conference Room (2 Hours)	_____	\$25.00	_____

For Profit Events

Room	Date	Rate	Time
Auditorium & Henley Room (up to 6 Hours) plus \$200.00 damage deposit	_____	\$450.00	_____
Auditorium (up to 6 Hours) plus \$200.00 damage deposit	_____	\$325.00	_____
Henley or Ferguson Room (up to 6 Hours) plus \$200.00 damage deposit "Dances"	_____	\$175.00	_____
Conference Room		\$25.00	

Decorating / Rehearsal and Addition Hours Per Room (1 time addition only)

Room	Date	Rate	Time
Auditorium & Henley Room (2 Hours)	_____	\$65.00	_____
Auditorium (2 Hours)	_____	\$45.00	_____
Henley or Ferguson Room (2 Hours)	_____	\$25.00	_____
Conference Room (1 Hour)		\$15.00	

Equipment: _____ •61" Television _____ • VCR _____ •DVD player _____ •Overhead Projector _____ • Marquee Message Center
 The fee is \$10.00 for one item & \$15.00 for two items. A \$25 Security Deposit is required. Nominal fee for single copies \$0.25.
 Outside Caterer Clean up \$50.00 _____

MARQUEE MESSAGE:

Total Cost:	Deposit Amount:	Date Deposit Paid	Receipt #	Amount Due:	Date Paid	Receipt #

***A 50% rental fee deposit is due within seven days of the booking date. *Rooms are subject to cancellation if rental fee deposit is not made within the time period. *Room rental fee must be paid in full at least two weeks prior to the event. *A \$50 fee will be added to the rental if any food is supplied for the event at the Civic Center. * The kitchen is RESERVED for In House Catering Staff. Events requiring security will pay one (1) additional hour past the end of their event for security attendance.**

"A LIST OF SECURITY OFFICERS MUST BE SUBMITTED TO THE CITY HALL AT LEAST TEN (10) DAYS PRIOR TO THE EVENT"

Renter's Signature: _____ Date: _____
 Booking Agent: _____ Date: _____