

Randolph County Historic Courthouse Rental Agreement

Name: _____

Address: _____

Phone Number: _____

Date and Time of Event: _____

Type of Event or Function: _____

Rental fees for use of the Randolph County Historic Courthouse:

Security Deposit: \$100, which is to be paid in advance to hold the reservation
(refundable if all cleaning instructions are followed)

Rental costs:

4/6 Hour Rental upstairs old courtroom \$150

All-day Rental \$300

Weekend Rental \$450

Board Room (1st floor only) \$100

- *The meeting space is free of charge for Randolph County Chamber of Commerce Members during regular business hours. A reservation is required in advance.*
- *25% Discount for Randolph County Chamber of Commerce Members in good standing for all after-hours rentals.*

The rental fee includes use of the upstairs courtroom, the downstairs bathrooms, 10 6-foot round tables, and 65 metal folding chairs. After the event, please return all round tables and chairs to the storage area. In the upstairs courtroom, a 12-foot rectangular table must remain and cannot be moved out of the room under any circumstances.

Please be aware that the Randolph County Historic Courthouse, built in 1872, is on the National Register of Historic Places.

When bringing appliances such as crockpots, coffee makers, and radios, please use multiple outlets throughout the room. If you need to group these items, you can use a small extension cord, as most of the outlets are close enough together.

_____ Nails, hooks, tacks, glue dots, or tape on the walls is not permitted; however, you may use Tacky Tac or Command Hooks made by 3M to attach items to the walls. *(These must be removed at the end of the event.)*

_____ Tobacco use, drugs, alcohol, firearms, and political party events or activities are prohibited in or around the Randolph County Historic Courthouse grounds.

_____ By signing this agreement, I acknowledge that I am liable for all damages and/or stolen or misplaced items from the Randolph County Historic Courthouse on the dates reserved by this agreement

_____ By signing this agreement, I acknowledge that I am responsible for all cleanup of the rental space. I am responsible for all the items listed on the Cleaning Checklist. If the items on the list are not completed, I agree to pay an additional cleaning fee. This fee will be determined by the Chamber of Commerce, based on the conditions of the rental space.

_____ By signing this agreement, I acknowledge that I am the sole key holder for the Randolph County Historic Courthouse and am responsible for its return the day after the event.

_____ I acknowledge I have received a copy of all requirements and regulations listed on this rental agreement. I am fully aware of my responsibilities with renting the Randolph County Historic Courthouse.

I agree to the above requirements and regulations for renting the Randolph County Historic Courthouse.

Renters Signature _____

Date _____

Rental agreement accepted by _____

Name

Date

Fee and deposit accepted by _____

Name

Date

Randolph County Historic Courthouse Cleaning Checklist

Please ensure that all tasks are completed before leaving:

1. Sweep or mop if necessary
 - a. Bathrooms
 - b. Upstairs
 - c. Foyer
2. Remove trash or debris
 - a. Bathrooms
 - b. Upstairs
 - c. Foyer
 - d. Outside, if necessary

(2 trash bins are provided by the Randolph County Chamber of Commerce, which are located on the Northwest lawn)

****Absolutely no helium cans are to be left at the courthouse or in the trash bins***
3. Check for any misplaced items.
 - a. Upstairs
 - b. Downstairs
4. Make sure that when you put chairs and tables in the closet, you leave a walking path past them.
5. Return the air conditioning/heat to the original position.
6. Turn off the lights.
7. Place the key in the cabinet where the light switches are located.
8. Make sure the door is locked.

If anything is not working or damaged, please let us know.

Thank you
Randolph County Chamber of Commerce

**SPECIAL EVENT PERMIT
HOLD HARMLESS AGREEMENT**

I/We the undersigned, being of lawful age, by affixing my/our signatures hereto, do hereby agree to indemnify and to hold harmless the City of Pocahontas, Randolph County Arkansas, its officers, employees, elected officials and agents, from and against any and all liability claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses, and compensation for all negligence whether active or passive arising out of or in any way connected or related to _____ to be held on _____.

(Name of Event)

(Date)

Name of sponsoring Individual(s)/Organization(s)/Group(s)

Address

Phone Number (including Area Code)

Email Address

I understand by affixing my signature to this release that I do assume all risks and waive defendant's negligence, including a release of heirs.

Furthermore, the undersigned hereby acknowledges receipt of the Special Event Permit Application and willingness to adhere to its provisions.

AUTHORIZED REPRESENTATIVE

(To be completed by individuals representing an Organization/Group)

I, _____, warrant that I have authority to bind _____

(Name of Individual) *(Name of Organization/Group)*

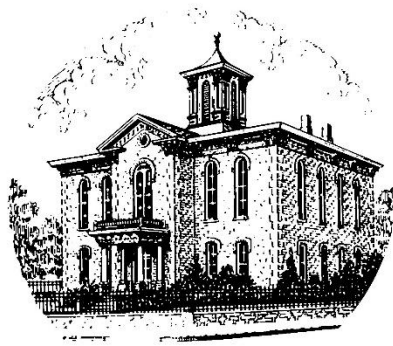
to this Hold Harmless Agreement and by my signature hereon do so bind this individual/organization. By executing this waiver as an authorized representative you are hereby binding all of your organization/group's/individuals participating in this event to this waiver and hereby assume responsibility for these individuals.

Signature

Date

Signature

Date



Randolph County Historical Courthouse Lift/Elevator Usage Contract Addendum

The Lift/Elevator is permitted for use in transporting "people" only to the second floor of the Historical Courthouse. Usage of the Lift/Elevator for any event taking place in the Historical Courthouse is subject to the rental party being responsible for any subsequent repairs incurred during their event. Lastly, please do not allow children to be on the Lift/Elevator unsupervised. Thank you for understanding and agreeing to this addendum.

Signature

Date

Printed Name