



# Sherwood Forest

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## GENERAL POLICIES

**Deposit:** An initial **\$150 deposit** is due to secure the date.

**Damage Deposit:** A \$200 refundable damage deposit is due within 10 business days before your event. The deposit will be returned if there is no damage after your event and if the facility is left in clean condition.

**Final Payments:** Final payment for the rental fee and other rental charges are due within **10 business days of your event**. Payments may be made by check, cash, credit or cashier's check.

**Cancellations/Refunds:** For events cancelled 90 days prior to the event date, 100% of your deposit will be refunded. For events canceled 60 days prior to the event date, 50% of your deposit will be refunded. For events cancelled 30 days prior to the event date, 25% of your deposit will be refunded. For events that are cancelled less than 30 days prior to the event date, 0% of the deposit will be refunded.

**Rental Time:** Your event starts/ends at the contracted time allotted. This means that the doors will be opened at the contracted time and doors will be locked at the end of that contracted time. For instance, for an evening event, the doors will open at 3 p.m. and a staff member will lock the doors at midnight. 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 midnight. 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:** Sherwood Forest rents the event space in six (early day events) and nine (late day/evening events) hour limits. If you require additional time before or after your six or nine hours begin you will be charged \$25 an hour. No additional time is allowed after midnight.

**Included in Rental:** The total rental fee includes event space, time, round and long tables and chairs. Sherwood Forest does NOT provide linens, utensils, plates, barware, drink ware, napkins, cookware, office supplies, etc.

**Room Diagram:** A room diagram with the tables and chairs' arrangement must be agreed upon **10 business days** prior to your event. If Sherwood Forest doesn't receive a room diagram at least 10 days prior to your event, Sherwood Forest cannot guarantee that the room will be set-up in time for your event. Sherwood Forest staff will set up the room only one time. Any changes that the renter wants to make will be their responsibility. Sherwood Forest will take down all tables and chairs at the end of the event.

**Decorations:** Where allowed, candles, table centerpieces or other personal decorations must meet all local fire regulations, health department regulations and any other applicable governing regulations. All candles must be used in a candle holder or suitable glass container. No open flames will be allowed. Bubbles, glitter, confetti, rice and bird seed are not permitted indoors. Sparklers, fireworks or other pyrotechnic material are not permitted. Sherwood Forest reserves the right to refuse decorations from renter should they feel necessary to do so. Renters may bring in outside rental items for their event. All decorations and rentals must be removed following the event unless prior arrangements have been made.

**Christmas Decorations:** During the month of December, Christmas decorations will be in place at Sherwood Forest. Decorations include at least one Christmas tree in each room, a wreath in each room, garland throughout each room. 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.

**Food and Alcohol:** Sherwood Forest permits alcohol service during your event, and it is the renter's responsibility. No alcohol sales are permitted on Sherwood Forest property. The City of Sherwood does not permit the serving of alcoholic beverages to anyone younger than the age of 21. Hired security is required for all functions where alcohol is served (see below under security). Consumption of alcohol must cease one hour before the end of the event. If at any time Sherwood Forest staff or security deem it necessary to stop the consumption of alcohol earlier, then renter will be notified and the service shall cease. Already prepared food may be warmed up in the ovens, but preparation of any uncooked foods must be done by an Arkansas-licensed caterer who will have access to the full-service kitchen. Use of certain equipment requires a State Department of Health certified caterer for operation. Renter is responsible for all charges concerning the hiring of caterers. Warming ovens available to the renter.

**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:** Sherwood Forest parking lot is for event guests. It is possible that multiple events will occur at the same time, therefore the parking lot will need to be shared with all event guests. Sherwood Forest will not reserve spaces for your event guests. If additional parking is required for your guests they are welcome to use the grassy area next to the parking lot close to Maryland Avenue. Sherwood Forest is not responsible for cars left unattended in the grassy area or in the parking lot.

**Clean-up Responsibility:** The renter is responsible for cleaning up all decorations and removing from the room at the end of the event, collecting trash in the designated areas and cleaning up any spills/trash during the event. Renter is responsible for making sure all décor is out of the room at the end of the night - meaning all decorations are cleaned up, and tablecloths/rentals are removed. If the kitchen is used by a licensed caterer, the renter is responsible for cleaning up after them. If renter fails to clean-up the room per these specifications, the \$200 damage deposit check will be kept by Sherwood Forest. A cleaning fee of \$100 will be charged if the fryers or griddle are left dirty unless prior arrangements have been made with the facility coordinator.

**Security:** Sherwood Forest receives security from the Sherwood Police Department. Their responsibility is to watch the parking lot as well as the entire facility. They are not responsible for vehicles left unattended in the parking lot or unattended items on the premises prior to or after the event. If your event includes alcoholic beverages, security is required. Please contact the Professional Standards Division at Sherwood Police Department - 501-835-1425, to obtain security for your event. This needs to be done immediately after the party is scheduled. If security is not in place at the time of the event, you will not be able to serve alcohol at your event at Sherwood Forest. If Sherwood Forest is not notified that alcohol will be served and alcohol is brought onto the premises, Sherwood Forest staff will call the Sherwood Police Department who will terminate the event.

**Hold Harmless and Indemnifications:** Applicant 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 application; (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, it's officers, or subcontractors in the performance of this application; (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 guests. Damages resulting from renters' guests will be charged to the renter. The renter agrees to reimburse the City of Sherwood for any overtime wage payments, other expenses of damages incurred by the City of Sherwood as a result of the failure of the renter to comply with the facility regulations. The renter agrees to leave Sherwood Forest in the same condition as it was when they arrive or the damage deposit will not be returned.

**ITEMS AT SHERWOOD FOREST ARE THE PROPERTY OF THE CITY OF SHERWOOD.**

I, \_\_\_\_\_, have read the general policies and comply with all regulations.

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date