



100 Main Street ~ P.O. Box 5288  
North Little Rock, AR 72119-5288  
(501) 372-5959 ~ Fax (501) 372-5955  
www.nlrchamber.org

**BANK OF THE OZARKS CONFERENCE CENTER**  
(seats up to 200)

**CENTENNIAL BANK BOARD ROOM**  
(seats up to 40)

**Both rooms have an audiovisual presentation system**

**Contact Brenda Eden for rates and availability**  
**501-372-5959 or [brenda@nlrchamber.org](mailto:brenda@nlrchamber.org)**

**Reservation Date/Time Requested** \_\_\_\_\_

**Type of Meeting** \_\_\_\_\_

**No. of Attendees** \_\_\_\_\_ **No. of Tables** \_\_\_\_\_ **No. of Chairs** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Driver's License #** \_\_\_\_\_

*Method of Payment*

\_\_\_\_\_ **Cash** \_\_\_\_\_ **Check** \_\_\_\_\_ **Visa** \_\_\_\_\_ **MasterCard** \_\_\_\_\_ **Invoice**

**Credit Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_ **CVV2#:** \_\_\_\_\_

**Full Name On Card** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

If Verizon Arena schedules an event on the same date the NLR Chamber of Commerce cannot guarantee parking. Should this occur renter will be given a full refund should they decide not to use the facility on that date.

North Little Rock Chamber of Commerce  
100 Main Street  
North Little Rock, AR 72114

**RENTAL AGREEMENT**

This rental agreement dated \_\_\_\_\_ is between the North Little Rock Chamber of Commerce, 100 Main Street North Little Rock, Arkansas, herein referred to as OWNER, and \_\_\_\_\_ herein referred to as RENTER,

Group Name: \_\_\_\_\_

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

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

For and in consideration of the amount of \$ \_\_\_\_\_ the owner hereby rents the following room \_\_\_\_\_ to the renter.

The following conditions are hereby agreed to:

1. The facility will be rented on \_\_\_\_\_ between the hour's of \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM.
2. The renter will not leave the facility unattended or unlocked.  
The renter will not admit or permit to be admitted onto the premises any person not a member or guest of the undersigned organization.
3. Prior to leaving the facility, the renter will see that all debris, trash, and similar items are picked up and deposited in proper receptacles and the facilities are in the same condition they were prior to the renters use thereof. Upon inspection of the property the \$250.00 cleaning deposit will be refunded if everything is left in the condition it was prior to rental.
4. The renter, in addition to the rental agreement, 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 whether or not said damages were caused by the renter or his or her guests.
5. The renter will indemnify and hold harmless the North Little Rock Chamber of Commerce, and any and all employees and/or volunteers, for said entities from any claims or judgment, including attorney's fees and cost incurred in defense thereof made or entered against any of the above bodies or individuals by any of the undersigned's members or guests for damages or injury arising by reason of the use of such facilities by the undersigned organization or individual.
6. The renter will report immediately to a representative of the North Little Rock Chamber of Commerce any problems, defects, or unusual events which may have occurred on or to the facilities or persons during the use thereof.

7. The undersigned signatory states hereby that he or she has full authority to execute this agreement on behalf of the renter.
8. No glitter, confetti, rice or birdseed may be used inside or outside of the building. Any candles used must be inside of a container such as a bowl or hurricane lamp. Do not throw cigarette butts off of the balcony onto the sidewalk and parking lot. These actions will result in the loss of a portion of your refundable cleaning deposit.
9. Full payment is due 14 days prior to the date of the scheduled event. Cancellation at any time will result in a \$100 cancellation fee with the exception of an event that is scheduled at Verizon Arena on the same date. Should that occur the North Little Rock Chamber of Commerce will refund all money paid by the renter if they choose to cancel the reservation.
10. If using the facility outside of normal working hours renter will need to pick up a key and be instructed on how to arm and disarm the alarm system. If your event is on the weekend renter must pick up the key and alarm instructions no later than 4:30pm Friday.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Print

\_\_\_\_\_

Signature

Name of Organization: \_\_\_\_\_

North Little Rock Chamber of Commerce

\_\_\_\_\_  
NLR Chamber of Commerce Representative

\_\_\_\_\_  
Date

***Schedule of charges for violation of rental agreement***

- **\$100.00 for spilled candle wax.**
- **\$200.00 for stain or floor damage that is not cleanable by dust mop or vacuum.**
- **\$50.00 for leaving trash in the conference center.**
- **\$50.00 for glitter, confetti, rice or birdseed inside or outside of building.**
- **\$50.00 for cigarette butts thrown over the balcony onto the sidewalk or parking lot.**
- **\$100.00 If the air conditioning or heat is not turned up or down after your event.**

**North Little Rock Chamber of Commerce**

**SUPPLEMENT RENTAL AGREEMENT FOR  
FOOD AND BEVERAGE**

As a part of the Rental Agreement for space in the North Little Rock Chamber of Commerce, the following Supplement is made in conjunction with the provision and consumption of food or beverages on site.

- The sponsor (renter) of the event agrees to accept full responsibility for the quality and content of food or beverages consumed on site. It is expressly understood that the Chamber is herewith held without liability concerning food or beverages dispensed by the renter or their agents or attendees.
- No Food or beverage shall be left at the North Little Rock Chamber of Commerce after the event.

I hereby agree to the above requirements and further agree to hold the North Little Rock Chamber of Commerce and its staff harmless in any liability that may occur in conjunction with the event scheduled and with respect to the agreement. I further agree to indemnify the above mentioned persons or entities in any action arising from agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NLR Chamber of Commerce Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# North Little Rock Chamber of Commerce

## Clean Up Instructions

1. All trash must be bagged and placed at the base of the outside stairs. **Please pull trash cans out on the balcony before removing the bags to prevent liquids from soiling the carpet.** Leave empty trash cans upstairs inside of the building.
2. Turn A/C up to \*78 degrees OR  
Turn Heat down to \*67 degrees.
3. Lights Off.
4. Lock Doors.
5. Smokers are required to smoke outside and place all cigarette butts in the receptacle located on the balcony. Please do not throw them on the parking lot or sidewalk. This will result in the loss of a portion of your cleaning deposit.
6. Return key by 11:00 a.m. the following day or if a weekend event on the following Monday.
7. **If Verizon Arena schedules an event the same day as your rental the NLR Chamber of Commerce cannot guarantee parking.**
8. The door to the kitchen area must be left **OPEN** due to the excessive heat from the appliances.
9. After all doors are locked set the security alarm as the last person exits the building.