



City of Gravette
BUILDING & PAVILION RENTAL APPLICATION

City of Gravette
 202 Main St. NE
 Gravette, AR 72736
 P: 479-787-5757
 F: 479-787-5018

Applicant:	Event date(s):
Applicant mailing address:	
Phone number:	Email address:

RENTAL LOCATION
<input type="checkbox"/> Civic Center <input type="checkbox"/> Hiwasse Community Building <input type="checkbox"/> Pool Pavilion <input type="checkbox"/> Charlotte Street Community Building
AMOUNT DUE:

Deposit and rental must be paid in full for date and building to be reserved.

Gravette Civic Center 401 Charlotte Street SE Gravette, AR 72736		Hiwasse Community Building 13690 Fire House Lane Hiwasse, AR 72739		Gravette Community Building 502 Charlotte Street SE Gravette, AR 72736		Pool Pavilion (3 available) 401 Charlotte Street SE Gravette, AR 72736 <i>POOL SEASON ONLY</i>
IN CITY	OUT OF CITY	IN CITY	OUT OF CITY	IN CITY	OUT OF CITY	
<input type="checkbox"/> \$75 rental \$50 deposit	<input type="checkbox"/> \$100 rental \$50 deposit	<input type="checkbox"/> \$60 rental \$50 deposit	<input type="checkbox"/> \$85 rental \$50 deposit	<input type="checkbox"/> \$50 rental \$50 deposit	<input type="checkbox"/> \$75 rental \$50 deposit	<input type="checkbox"/> \$10 1-hr rental/\$25 all day
Restrooms Chairs and tables available Attached parking lot Full kitchen Multiple rooms		Restrooms Chairs and tables available Attached park and green space Full kitchen		Restrooms Chairs and tables available Serving bar		

I am responsible for picking up keys prior to event date. City Hall office hours are Monday – Friday 7:30 AM – 4:00 PM unless closed for holidays or inclement weather. I am responsible for returning keys to City Hall within 3 business days of my event date.

Building Rentals:

- Rentals are from 8:00 AM – 6:00 AM unless otherwise agreed upon by the city. Occupancy of the building before or after your specified rental date will result in being charged for an additional day.
- City staff will perform an inspection walk-through before and after your rental to document the state of the building.
- Buildings MUST be cleaned after your event ends. Please see attached cleaning list. Failure to clean the building may result in being prohibited from renting a city building in the future and/or assessed additional charges.**
- Deposits will be returned if the building is left in satisfactory condition (e.g. no messes, trash taken out, no damage to building or contents, etc.) and keys are returned.
- Deposits will not be returned if the building is not left in satisfactory condition (e.g. unwashed dishes, trash on floor, damage to building or contents, etc.) or keys are not returned. If the condition of the building is such that the deposit does not cover the extent of the damage, the renter shall be subject to reimburse the city for the cost of fixing damage.
- Reservations must be cancelled at least 10 business days prior to the date of reservation to receive a full refund of fees and deposit. If a reservation is cancelled less than 10 business days prior to the date of reservation, the full rental fee will be returned, but the deposit will be withheld.
- Keys should be picked up at City Hall the day before your event. Keys should be returned to City Hall within 3 business days of your event (or returned in the night drop box if the weekend). City Hall is open 7:30 AM – 4:00 PM Monday – Friday, except for holidays and inclement weather.
- No alcoholic beverages, smoking, or any illegal activities permitted.
- NO TAPE SHALL BE USED ON WALLS.
- Applicant shall be held liable for any damages not covered by the deposit amount.

Pool Pavilion Rentals:

- Set up allowed thirty minutes prior to event start time. Please be picked up within thirty minutes of event end time to allow next group time to set up.
- Food allowed in pavilion area only.

By signing below, I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of activity will be complied whether specified herein or not. Granting a rental does not presume to give authority to violate or cancel the provisions of any other state or local law.

SIGNATURE OF APPLICANT

DATE

PRINT NAME

City staff will perform an inspection walk-through before and after your rental to document the state of the building.

APPROVED BY _____ DATE _____

COMMENTS:



City of Gravette
**BUILDING RENTAL
CHECKLIST**

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Deposits will be returned if the building is left in satisfactory condition.

NO TAPE SHALL BE USED ON WALLS BECAUSE IT DAMAGES THE PAINT AND SHEETROCK.

Please ensure all doors are locked and lights turned off before you leave.

Kitchen

1. Wipe down all appliances and counter tops.
2. Sweep floors and wipe up any messes.
3. Take out trash to dumpster in parking lot.

Rental Room

1. Wipe down tables and chairs, if used.
2. Return tables and chairs to their original set up or storage room, stacked as originally found.
3. Sweep floors and wipe up any messes.
4. Take all decorations down.
5. Take out trash to dumpster in parking lot.

Restrooms

1. Take out trash to dumpster in parking lot.
2. Clean up any major messes.