City of Wrightsville Civic Center Rental Agreement

Agreement made this ____ day of _____ 2026 between the City of Wrightsville Civic Center and:

Name _____

Address _____

City, State, Zip _____

Email: _____

Phone Number_____

Date and Time of Event _____ @ _____

Type of Event _____Capacity _____

The parties to this agreement, in consideration of the mutual covenants and stipulations set out to agree as follows;

The rental of the Civic Center fees is posted on the back: The refundable deposit fee after event is over, is **$100 (If contract rules are maintained)**. The balance must be paid in full in two (2) weeks or fourteen (14) business days prior to event by cash, check, credit card or online at,

https://cityof wrightsville-ar.org/payment. A return check fee of $40 will be charged for insufficient funds checks. All checks shall be made out payable to the City of Wrightsville. If the rental fees are not made before the (2) weeks or fourteen (14) business days prior to the event, your date is not secured and the deposit will be forfeited. Any city appointed personnel will be required to be present at rate of $20 per hour, cash. (Payable at the beginning of your event by the rental party).

A certified licensed uniformed police officer must be hired by the rental party for security during the event (the certification must be made available to the City of Wrightsville one (1) week before the event.) If no acknowledgement has been made, the City has the right to appoint a Pulaski County Sheriff's Officer or security personnel at their rate per hour, at the time of the event. The fees will be paid by the rental party at the beginning of the event.

1. CIVIC CENTER RENTALS

USE	TIME	FEE
Civic Center	Up to 4 hours	$200
Additional Time	hourly	$50/hour

Deposit: $100 refundable

1. SECURITY & STAFFING FEES

SERVICE	FEE
Security/Officer	$40/ hour per officer
Custodial/Staff	$30/hour

Security may be required depending on the size of the event. City determines personnel required.

AT NO TIME WILL ALCHOLIC DRINKS OR DRUGS BE PERMITTED ON CITY PROPERTY!

AFTER THE EVENT

The building and grounds must be cleaned. All trash is to be placed in a trash bin. All foods must be removed from the premises. The floors must be maintained in the condition as presented to the rental party. At no time will the event be permitted to extended pass 12:00 (Midnight).

(A written permit from the mayor is required for any event to surpass this deadline)

The $100 deposit fee with be forfeited if the event is cancelled. The deposit will be refundable if after inspections of the premises are found to be in order which it was found. The deposit will be able to be picked up at City Hall after 5 days or mailed.

I have read and received a copy of the attached facilities procedures for the Park Rental and agree to abide by the terms.

This instrument contains the entire agreement between the parties, and no statements, promises, or inducements made by either party or agent of either party that are contained in the contract shall be valid and/or binding; this contract may not be enlarged, modified or altered in writing, signed by both parties and endorsed on this agreement.

_____	_____
Authorized City Personnel	Rental Party