



JUNIOR LEAGUE OF LITTLE ROCK

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## **Exhibit B – JLLR Building Rental Rules**

### **AGREEMENT**

1. No verbal agreements will be honored. Any addendum to the Agreement must be made in writing.
2. The Rental Agreement must be executed by the Lessor and Lessee AND the deposit received in order to reserve a date. No date will be held without the executed Rental Agreement and the deposit.
3. Lessee is responsible for his/her guests, employees and agents and their observance of all rules and regulations specified by the Lessor.
4. Not abiding by the JLLR Building Rental Rules could result in loss of some or all of the deposit, at the discretion of the Lessor.

### **FACILITY**

5. The facility will open and close for Lessee according to the contracted hours in the Agreement for setup, rental time, and breakdown. Unscheduled overtime will be charged at the hourly rates specified in Exhibit A – Fee Schedule.
6. No tables, chairs or any other furniture or equipment shall be dragged up and down the stairs and/or across the floors. Lessee will be charged for any damages to the building in an amount to be determined by Lessor.
7. A JLLR representative must be present during the rental of the facility by non-members.
8. Smoking is prohibited on the premises. Lessee will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
9. The rental time may not exceed 12 midnight except on special occasions, e.g., New Year's Eve. Any special occasion exceptions must be agreed upon in writing.
10. No access will be granted to the balcony overlooking the Ballroom or to the porch overlooking Scott Street.

### **DÉCOR**

11. No decorations may be attached to the walls, woodwork, or ceilings and all decorations must be approved in advance by the Rental Manager.
12. Only flameless candles may be used.



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13. No rice, birdseed, bubbles, confetti, glitter, bubble machine, rose petals, fog machines or sparklers may be used on the premises. This includes the parking lot and front steps.
14. Bouquets may only be “tossed or thrown” from certain areas of the building. Bouquets are not allowed to be thrown close to a chandelier (Ballroom or staircase). Rental Manager will work with renter to determine location.
15. The Lessor is not responsible for personal property and equipment brought onto the property by the Lessee and/or his/her agents, employees or guests.
16. The Lessee is responsible for moving in and removing all equipment and/or other items from the premises.

#### **FOOD / BEVERAGE**

17. Any bar must close and any alcoholic beverages must be secured no later than 15 minutes prior to the ending time of the event. Any band or other entertainment must also stop no later than 15 minutes prior to the ending time of the event.
18. If alcohol is being served, a bartender and/or paid server and food must be provided. In addition, the serving of alcohol must comply with all laws and ordinances.
19. A licensed caterer must be used if food is served. If the caterer intends to use the JLLR kitchen in any fashion, including prep, it must sign the kitchen-use agreement.
20. No beer kegs are allowed on any wooden floors throughout JLLR building.

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