



# Rental Policy and Conditions of Rental

200 Lake Saracen Drive · Pine Bluff, AR 71601

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Available for rent, Saracen Landing is Pine Bluff's premier location for weddings, reunions, concerts, receptions, picnics, cook-offs and other events. Resting on piers above the beautiful Lake Saracen, Saracen landing provides the perfect venue for an outdoor event. The 10,080 square foot covered pavilion will accommodate large groups.

We also offer two covered parking structures and a small amphitheater. For meetings, our conference room is available during business hours.

You must complete a rental application as a condition of rental. Rentals are made subject to the policies and conditions below.

## GENERAL INFORMATION

The City of Pine Bluff, or any of its officers, agencies, or employees, are not responsible for injuries, loss of or damage to personal property occurring as a result of your activity being conducted on City property.

Violation of any part of this policy and/or City Codes will be just cause for denial of future reservation of park facilities and the forfeiture of any deposits made.

## RENTAL CHARGES

Facility	Per Day Rental Fee	Event Damage/ Compliance Deposit
Pavilion rental: Includes pavilion, amphitheater, covered parking, staff, tables, chairs (see Equipment, below for details)	\$400	\$100
Amphitheater only	\$50	\$100
Conference room only (can also be added to pavilion rental)	\$50	\$100
Tables, each (available with amphitheater rental)	\$3	
Chairs, each (available with amphitheater rental)	50 cents	

## RENTAL CONFIRMATION

Rentals are confirmed only after your rental application is approved and all deposits and rental fees are paid.

## EQUIPMENT

The \$400 pavilion rental fee includes 200 folding chairs, 48 8-foot folding tables, public restrooms, electricity hook-up, water hook-up and covered parking. **You are responsible for setting up tables and chairs and for returning them to the storage room after use.**

## DAMAGE/COMPLIANCE DEPOSIT

A damage/compliance deposit must be made as a condition to any rental. Deposits will be returned in full or in part depending on the condition of the rented area. We ask that you leave Saracen Landing in the same condition as it was rented. Damage to the facilities and/or furnishings will result in a reduction of the deposit amount or forfeiture of your full deposit.

## CLEANING

- All cleaning is to be done immediately after the conclusion of an event.
- All decorations must be taken down completely (including adhesive tape and putty), and trash must be removed from Saracen Landing immediately after the event.
- All tables and chairs must be cleaned, wiped down and returned to the storage room.
- If there has been excessive spillage or trash left on the pavilion floor, you are responsible for cleaning it up.

- If you park automobiles on the pavilion, you must provide and place carpet, cardboard, etc. beneath the vehicles, in case of leaking oil or fluids. If oil or fluids leak onto the pavilion flooring, you will be charged for clean-up.
- The rented area will be inspected after the event prior to your deposit refund.

## **DECORATIONS**

- Balloons as decorations are permitted. If you use balloons to decorate the pavilion, please ensure they are securely attached to the structure. Balloons and their attached strings must be removed from the pavilion at the completion of your event.
- Throwing rice, birdseed, or confetti at Saracen Landing is prohibited. Instead, we happily endorse the scattering of real flower petals.
- Use of glitter is prohibited.
- Candles are permitted. If you use candles, they must be enclosed in either hurricane glass globes or votive glass containers.
- Nails, screws, staples, tacks and other fasteners which pierce the structure are prohibited. We suggest using removable adhesive putty or tape to secure decorations.
- Fireworks are prohibited and are a violation of City ordinances.

## **HOURS OF USE**

All activities must be over and clean-up completed by 1:00 a.m. There are no exceptions. This rule is enforced by the Pine Bluff Police Department.

## **SMOKING**

Smoking is prohibited in the building and under the roof of the pavilion.

## **GRILLING**

Grills and open flames are prohibited under the roof of the pavilion.

## **CATERING**

We do not have a catering kitchen. Please alert your caterer that all foods must be prepared off site.

## **ALCOHOL**

You must obtain permission from the Parks & Recreation Commission to sell or serve alcoholic beverages. To sell alcoholic beverages, you must have a permit from the Arkansas State Alcoholic Beverage Commission. The permit must be posted at the site of alcohol sales.

## **WEAPONS**

Possession of firearms or any other type of weapon at Saracen Landing is prohibited.

## **REFRESHMENTS/VENDING**

If any refreshments are to be sold, appropriate City licenses and permits must be secured, with copies attached to the signed facility agreement. A list of all food vendors must be supplied to the Pine Bluff Parks & Recreation Department five (5) days prior to the event.

## **PARKING**

Please park in the designated parking areas only. Parking in fire lanes or on the grass/landscaped areas around the facility is prohibited.

## **CANCELLATION POLICIES**

**Pavilion** Two (2) weeks written and verbal notice prior to the event must be given for cancellation. Damage and Compliance deposit will be forfeited. If a reservation is cancelled fewer than two (2) weeks prior to the event, the rental fee will not be returned until the facility is rented to another party on the cancelled date.

**Amphitheater and Conference Room** Forty-eight (48) hours written and verbal notice prior to the event must be given for cancellation. Damage and Compliance deposit will be forfeited.