



# 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 beautiful Lake Saracen, Saracen landing provides the perfect venue for an outdoor event. The 10,080 square foot covered pavilion will accommodate large groups.

## 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.

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.

FACILITY, SERVICE, SIGN SPACE	FEES	DEPOSIT
Pavilion rental: Includes pavilion, amphitheater, covered parking, staff, tables, chairs (see Equipment, below for details)	\$550 Per day	\$150
Amphitheater only	\$50 Per day	\$50
Conference room (may be added to pavilion rental)	\$50 Per day	\$50
72" Round tables	\$7 each per event	
Marquee sign, one side (Requires sign rental application)	\$35 Per event	
Marquee sign, two sides (Requires sign rental application)	\$60 Per event	

## RENTAL CONFIRMATION

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

## EQUIPMENT

Your \$550 pavilion rental fee includes 125 folding chairs, 35 eight-foot folding tables, public rest rooms, water hook-up, electrical hook-up, and covered parking. You are responsible for setting up tables and chairs and for returning tables and chairs to the storage room after use.

## DEPOSITS AND CANCELLATIONS

You must make a \$150 deposit to reserve the pavilion. The remaining \$400 is due two weeks prior to the event for which the pavilion was rented.

- **PAVILION** – You must provide two (2) weeks written and verbal notice prior to the event for cancellation. If you cancel a reservation less than two (2) weeks prior to the event, a \$100 cancellation fee will be due.
- **AMPHITHEATER AND CONFERENCE ROOM** – You must provide forty-eight (48) hours written and verbal notice prior to the event must be given for cancellation. Deposit will be forfeited.

## CLEANING

- We ask that you leave Saracen Landing in the same condition as it was rented.
- You must clean the facility immediately after the conclusion of an event.
- You must completely remove all decorations (including adhesive tape and putty)
- You must remove your trash from Saracen Landing immediately after your event.
- You must clean and wipe down all tables and chairs and returned to the storage room.

- If there is 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 floor, you will be charged for clean-up.

## **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 am. There are no exceptions. This rule is enforced by the Pine Bluff Police Department.

## **SECURITY**

Security is required for any event that lasts to 9:00 p.m. or later. Saracen Landing will provide this security which will be billed to the renter at \$25.00 per hour, per security officer.

## **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.

## **ALCOHOLIC BEVERAGES**

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**

If you intend to sell any type of refreshments, you must get appropriate City licenses and permits. You must attach copies of these permits your signed facility rental agreement. You must furnish a list of all food vendors to the Pine Bluff Parks & Recreation Department five (5) days prior to your 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.