

Music N FX Productions

700 Royal Oak Drive
El Dorado AR 71730-3653

870-881-9900
www.music-n-fx.com

PARTY ROOM RENTAL APPLICATION (915 Arkansas Street, El Dorado, AR 71730)

Date of Use: _____ Time you wish to enter: _____
(If no time given, facility will be ready at 1:00 pm)

Time event begins: _____ Time event ends: _____

Contact Name: _____ Phone: _____

Address: _____ City/State/ZIP: _____

Contact Email: _____

Name of Group/Organization: _____

Type of Event: _____ Number of Guests: _____

Will food be served? Yes No Will a caterer be used? Yes No

If a caterer will be used, please provide name and phone: _____

Will alcohol be served? Yes No _____

Will there be music/entertainment? Yes No Type: _____

Additional Comments: _____

.....
The following rental fees do not include the required \$100.00 Security Deposit. Please check one:

- | | |
|--|--|
| <input type="checkbox"/> Dining Room – Standard (\$180.00) | <input type="checkbox"/> Full Building – Standard (\$300.00) |
| <input type="checkbox"/> Dining Room – Premium (\$200.00) | <input type="checkbox"/> Full Building – Premium (\$325.00) |
| <input type="checkbox"/> Dining Room – Banquet (\$220.00) | <input type="checkbox"/> Full Building – Banquet (\$360.00) |
| <input type="checkbox"/> DJ Services – 4 hours (\$350.00) | <input type="checkbox"/> Designer Package – \$ _____ |

.....
A \$100.00 Security Deposit is required to reserve your date. This Security Deposit is not included in the Rental fee above. Music N FX Productions operates on a "first come, first serve" basis. In the unlikely event that your date is no longer available you will be notified immediately and payment returned to you.

I understand that my date is not guaranteed until a security deposit and completed Party Room Rental Application has been received. I understand that the security deposit will only be returned after final inspection of the party room by Music N FX Productions.

CLIENT SIGNATURE: _____ DATE: _____

MNFP AFFILIATE SIGNATURE: _____ DATE: _____

Music N FX Productions

700 Royal Oak Drive
El Dorado AR 71730-3653

870-881-9900
www.music-n-fx.com

PARTY ROOM RULES & REGULATIONS

The following are guidelines for use of "The Music N FX - Party Room" located at 915 Arkansas Street, El Dorado, AR 71730, owned by Music N FX Productions. If you have any questions, feel free to contact our office at the above number. **Clients must be at least 21 years of age to rent the facility.**

1. **TIME:** All events must end by the time stated on the application and no later than 12:00 a.m. (midnight).
2. **ALCOHOL:** Alcohol may be served, but cannot be sold without expressed written permission from Music N FX Productions and the Arkansas ABC. **No consumption of alcoholic beverages of any kind outside the building!!! No alcohol may be served to anyone under 21 years of age or anyone that appears to be intoxicated!!!**
3. **DECORATIONS:** No decorations will be tacked, stapled, taped or glued to any wall, floor, or ceiling. Consult Music N FX Productions for application recommendations.
4. **CLEAN-UP:** Renter is responsible for clean-up. Facility must be returned to its original condition. Renter must place trash and debris in outdoor receptacles and see that restrooms are free from litter. All equipment must be returned to its original location. Additional fees, ranging from \$50.00 to \$300.00 for additional cleaning, will be assessed for excessive spills of food or beverages and/or trash in the parking lots. **NO TRASH SHOULD BE LEFT IN NEIGHBORING PARKING LOTS!!!**
5. **SMOKING:** **Smoking is not allowed inside the facility at any time. This is state law!**
6. **CHEWING GUM:** No chewing gum is allowed in the building to prevent damages to carpet.
7. **SECURITY DEPOSIT:** A deposit of \$100.00 is required to reserve the facility. This deposit is non-refundable if renter cancels. Security deposits are not included in the rental fee and will be returned promptly after final inspection of premises. **Violation of any of these rules may result in forfeiture of deposit!**
8. **RENTAL FEE:** Full payment of rental fee is due prior to the date of rental.
9. **DAMAGES:** Any damages to building, lot, equipment or linens will result in forfeiture of deposit. Client is responsible for all costs to repair and/or replace damaged items.
10. **VENDORS:** Any outside vendors (caterers, mobile bartenders, DJs, florists, etc.) should have proper licensing and insurance.

Renter hereby agrees to hold Music N FX Productions and any employee thereof free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the Music N FX Party Room. The renter agrees to reimburse Music N FX Productions for any damages to said facilities and to abide by the rules and regulations governing use of such. **Violation of any of the above rules may result in forfeiture of security deposit!**

CLIENT SIGNATURE: _____ **DATE:** _____

Music N FX Productions

700 Royal Oak Drive
El Dorado AR 71730-3653

870-881-9900
www.music-n-fx.com

PARTY ROOM ADDITIONAL SERVICES

<i>Item Description</i>	<i>Rate</i>	<i>Quantity</i>
Full Service Cleaning	\$120.00	
Helium Tank Usage	\$30.00	
Security per Hour	\$25.00	
Punch Fountain	\$20.00	
Chocolate Fountain	\$35.00	
Serving Staff (2 people) per hour	\$15.00	
5 Tier Serving Tray Set	\$20.00	
Table Cloth Rental (White)	\$2.50 each	
Chair Cover Rental (White)	\$2.50 each	