

Civic Center Lease Information



The Richard and Velma Chappell Civic Center is located at 103 N Edmonds Avenue in downtown McCrory. The venue is available to lease for events such as birthday parties, reunions, weddings, showers, ect.

Deposit fee - \$50.00

Rental Fee - \$100.00 per day

Interested in using the venue? Call City Hall at 870-731-2041 to check if your date is available and to be added to the calendar. Come by City Hall, located at 109 N Jackson Street, to pay the fees and sign the contract at least one week prior to your event.

The Civic Center is equipped with tables and chairs, a full kitchen, and bathrooms. Call us for more information.

After your event, the Civic Center will be checked to ensure there is no damage and the rules of the contract have been followed. Your deposit fee will be mailed to the address provided on your contract.

You can print the contract below, fill it out, and bring it to City Hall with you on the day you pay your fees.

CITY OF MCCRORY --- PO BOX 897 — MCCRORY, AR 72101 PH. (870) 731-2041

On weekdays, before 5:00 P.M., please call 870-731-2421 to have the building unlocked and locked. On weekdays and weekend

dates after 5:00 P.M., please call 870-347-2583 to have the building unlocked and locked.

A McCrory Police Officer will unlock the building for you.

LEASE AGREEMENT

This lease agreement entered into between **THE CITY OF MCCRORY**, McCrory, Arkansas hereinafter called Lessor, and _____ herein after called Lessee.

WITNESSETH:

Lessors, for consideration and subject to the terms and conditions hereafter set forth, do hereby lease, let and demise unto the Lessees; and the Lessees hereby accepts the following described real property in Woodruff County, AR, to-wit: Richard and Velma Chappell Civic Center

1. The term of this lease shall be from _____ a.m./p.m. unto _____ a.m./p.m., on the _____ day of _____, 2022. The rental shall be the sum of **\$100.00 per day**.
2. Lessee agrees that they will maintain the premises in a neat, clean, orderly and attractive manner and will not allow any nuisance to be performed on the premises. Lessee will **remove all trash** from the premises prior to the termination of the lease. **Please turn off air/heat** before you leave.
3. Lessee agrees to comply with all city, county, state and federal regulations and laws. Any violation thereof will render this lease subject to immediate termination and a penalty of \$ 50.00.
4. Lessee is responsible for any damage that may occur to the premises and agrees to post **\$50.00** as a **deposit** to be returned only when the premises have been cleaned and left in the same condition as when first received. In the event the premises are not clean, then deposit shall be retained by the Lessor to offset any expenses for cleaning the premises. The Lessee shall be personally responsible for all damages that may be caused to the premises in any amounts additional to the deposit in order to clean up the premises.
5. There is to be NO tape, nails, staples or thumbtacks applied to any of the woodwork.
6. There is to be **none of the furnishings**, such as council desk, P. A. system, front window displays, screens across front and etc. moved without prior approval of mayor.
7. There will be **no alcohol** on the premises whatsoever.
8. There is to be **no smoking** inside the building.

IN WITNESS WHEREOF, the parties have executed this lease on this _____ day of _____, 2022.

Lessor:

City of McCrory

LESSEE:

SIGNATURE

STREET OR HIGHWAY & P. O. BOX

CITY, STATE, ZIP

TELEPHONE HM/WORK/CELL