

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, as soon as possible, 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 review the contract below for the list of rules and regulations for the venue.

1. 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.
2. 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
3. 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.
4. There is to be **NO** tape, nails, staples or thumbtacks applied to any of the woodwork.
5. 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.
6. There will be **no alcohol** on the premises whatsoever.
7. There is to be **no smoking** inside the building.