



Downtown Riverside RV Park Hastings Pavilion
Rental & Reservation Application

The Hastings Pavilion at the Downtown Riverside RV Park is available for rental. The actual RV park area is reserved for motorcoach/recreation vehicles only. The North Little Rock Convention & Visitors Bureau reserves the right to authorize other special functions in the RV Park area.

REQUIREMENTS

ALCOHOL:

Alcohol may NOT be sold at the Downtown Riverside RV Park unless pre-approved. Certain special events may be allowed to sell alcohol but all city and state regulations in regard to alcohol permits must be met.

AMENITIES:

Covered pavilion (75' x 50') with roll down side curtains on all four sides. Rentals include water, electricity and on-site picnic tables which seat 45 people. The pavilion area will hold approximately 300 people. Chairs and tables may be brought on site for the event.

CLEAN-UP:

Renters must provide their own additional trash bags. Renters are required to take their trash to the **dumpster** located in the RV Park. Failure to take the trash bags to the dumpster will cause the renter to incur a \$50 clean-up fee.

CURTAIN USAGE:

If using the pavilion curtains, renters **MUST** have the RV Park Manager help with lowering and raising the curtains. The curtains must not be left down overnight. Curtains left down will cause the renter to incur a \$50 clean-up fee.

HOURS:

The hours of rental are 9:00 a.m. – 10:00 p.m. Area must be cleaned and vacated by 10:30 p.m.

EVENT PARKING:

All attendee parking must be outside of the RV Park main gate. It is the responsibility of the renter to ensure attendees understand where to park. It is suggested that renters have a designated person directing attendees where to park.

Areas that are **not available for parking** outside the main RV Park gate are the following: the North River Landing Boat Ramp (which **MUST** be accessible at all times for emergency personnel) and under the I-30 bridge (which belongs to the Game & Fish Commission).

MUSIC and STAGING:

Renters may bring in music and staging; however, the sound must be kept low enough to not disturb the RVers in the park. The RV Park Manager has the authority to determine the level of sound. Music must be turned off by 9:30 p.m.

OTHER INFORMATION:

Weapons are **not** allowed in the Downtown Riverside RV Park.
Fires are allowed only in the fire pits.
Pets are **not** allowed.



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PAVILION RENTAL FEES

	FEES	NOTES
All Day Rental	\$300.00	9:00 a.m. – 10:00 p.m. Each additional day is \$200.00 per day.
Half Day Rental	\$150.00	9:00 a.m. – 3:00 p.m. OR 3:00 p.m. – 10:00 p.m.
Cleanup/Damage Deposit (without Curtain Usage)	\$150.00	Due 10 business days prior to event.
Cleanup/Damage Deposit (with Curtain Usage)	\$200.00	Due 10 business days prior to event.

PAYMENT POLICY:

The completed rental application and a fifty percent (50%) down payment of the total rental is required within one week of making the reservation. The event will be placed on the Master Event Calendar upon receipt of the down payment and completed application.

The remainder of rental fee balance and cleanup/damage deposit is due ten (10) business days prior to event. If the balance is NOT remitted by these dates, there is a risk of having the rental cancelled. Payment may be mailed to the Downtown Riverside RV Park, 50 Riverfront Park Drive, North Little Rock, AR, 72114 or hand delivered to the RV Park office.

Events scheduled in less than ten (10) days of the event require full rental payment and damage/clean up deposit.

REFUND POLICY:

The 50% rental down payment will be refunded only if the renter cancels no less than ten (10) days prior to the event. If the rented area is left clean and no damages are reported, a refund of the cleanup/damage deposit will be refunded within fifteen (15) days after the rental. The full deposit may not be refunded if damages occur or the area is not cleaned as required. Renters will be required to cover the difference between the cleanup/damage deposit and replacement/repair costs if damages exceed \$150.00 (\$200.00 for use of curtains).

CANCELLATION POLICY:

The reservation down payment will be forfeited unless the event is cancelled ten (10) days prior to event. The down payment can be applied to an alternate date if available. The cleanup/damage deposit will be refunded unless an alternate date is scheduled.

QUESTIONS:

Questions regarding the rental of the Hastings Pavilion may be directed to Sheila Bullerwell, general manager, at 501.340.5312 or SBullerwell@northlittlerock.org.



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APPLICANT INFORMATION

Organization (If applicable): _____

Contact Name: _____ Type of Function: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Day Phone: _____ Cell Phone: _____ Number of People Expected: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Will Pavilion Curtains be utilized? Yes/No: _____ if "yes", please see the Regulations Section

VENDOR(S) INFORMATION

Will alcoholic beverages be: sold*? _____ served? _____ allowed? _____

**NOTE: Alcohol may only be sold if pre-approved. All city and state alcohol regulations and permitting must be met.*

Will food and **non**-alcoholic beverages be: sold**? _____ served? _____ allowed? _____

***NOTE: All vendors are required to have a valid business license and a North Little Rock Advertising & Promotion permit to **sell** food and/or non-alcoholic beverages during your event. Please list all vendors who will be selling food and beverages during your event and their contact information:*

Business/Vendor Name	Owner's Name	Mailing Address	Owner's Phone #	A & P permit #	NLR Business License #

By signing this form, I am stating that I have read, understand and agree to abide by the Rules and Regulations governing the Downtown Riverside RV Park Hastings Pavilion Rental. Including, that I am responsible for any cleanup of the rental area and for any damages caused by attendees of the event.

Signature

Date

Please return completed form and fees to:

Downtown Riverside RV Park
50 Riverfront Park Drive, North Little Rock, AR 72114
Phone: 501.340.5312 FAX: 501.340.5312 (call first)
E-mail: rvpark@northlittlerock.org

Updated 6/22/15

RV PARK USE ONLY

Non-Refundable 50% Rental Deposit:
Amount Paid _____ Date Received _____

Balance Rental Fee:
Amount Paid _____ Date Received _____

Cleanup/Damage Deposit:
Amount Paid _____ Date Received _____