



The UARK Ballroom  
644 W. Dickson St  
Fayetteville, AR 72701  
(479) 582-0400

## Usage Agreement

The UARK Ballroom will provide the following for your event Date:

Use of the UARK Ballroom and Kitchen for 8 hours (kitchen clean-up is responsibility of user or caterer)

General Clean-up of Main Room after event

Glassware, flatware, and china (to be cleaned by user or caterer)

Use of tables and chairs

White or Black 85"X 85" Linens

Ice Machine

Dance floor

Stage

Facility manager on location

A/V to be determined

Total Fee for event: \$

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465 N. Arkansas Ave- Fayetteville, AR 72701  
(479) 582-0400

Initialed Contract

This contract will not be considered valid until a signed copy has been returned to The Inn at Carnall Hall and **all blanks have been filled in.**

Event Name:  
Event Contact:  
Address:  
Telephone:  
Event Date  
Event Hours:  
Usage Hours: 8 hours  
Attendance:

A \$            deposit is required with signed contract

The Material contained in the UARK Ballroom Contract is an integral part of this agreement and should be reviewed by the User.

User agrees to abide by the General Operating Policies attachment.            \_\_\_\_\_Initial

User agrees to abide by the policies in the Facility Information attachment            \_\_\_\_\_Initial

User agrees to abide by the policies in the Facility Policies attachment            \_\_\_\_\_Initial

User agrees to abide by the policies in the Marketing Your Event attachment            \_\_\_\_\_Initial

A member of the UARK Ballroom staff will be available during hours listed. If additional staff is required, you will be billed at a rate of \$20.00 per hour per employee. Banner, wall, and ceiling treatment must be inspected by UARK manager before being hung.



### Client Checklist

- Client is to return signed “usage agreement” and signed “initialed contract” to the Inn at Carnall Hall within 5 business days
- Client understands the facility usage is for 8 hours. If additional time is needed, client will be billed at a rate of \$100/hour.
- Client agrees to leave the UARK Ballroom premises in the same condition as existed on the date the client took possession.
- Client is to pay the deposit (50% of room rate) when returning the signed contracts.
- Client understands the kitchen may only be used by a licensed caterer.
- If the UARK Ballroom staff is providing alcohol, the client will notify the UARK staff 2 weeks prior to the event what type of bar is requested. If client chooses a “host bar” (client pays for alcohol) a 20% service charge will be added to the bill. If client chooses a “cash bar” (guests pay for their own drinks) the bar must make an average of \$150/hour or client will be charged \$15/bartender/hour.
- Client understands they must notify the UARK Ballroom staff 2 weeks prior to the event what they would like the UARK marquee to announce.
- Client will notify the UARK Ballroom staff how they would like the room set and if linens are needed a week prior to the event.