



## El Dorado Conference Center & South Arkansas College

### Facilities Usage Agreement

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#### Pricing Disclosure

The room rental charge only includes the securing of the room and the customized arrangement of all tables and chairs. It is in no way a complete payment for your event. We strive to provide you with as much financial information as possible during the initial consultation regarding your event. But we realize that events are often planned well in advance, and the details from those initial conversations can become blurry over time.

In order to minimize any miscommunications regarding potential charges, we ask that you review this list of commonly used items and services. We also ask that you sign below to acknowledge that you have read the information. Obviously, you will only incur these charges if you utilize the item or service. The typical potential charges are:

- Security — Up to \$40/officer/hour and up to \$80/officer/hour for events with alcohol
- Catering — This can include charges for food or for catering related services. (Pricing on request)
- Stage (Up to \$150)
- Dance Floor (\$150)
- Bar set-up (\$50)
- Item Rentals - Dishes, Flatware, Chafers, Serving Utensils, Glasses, etc. (Pricing on request)
- A/V charges (Pricing on Request)
- Alcohol Liability Insurance — (Typically \$100-300 paid to the insurance company of your choice)
- House Linens (Up to \$6.00/each)
- Custom Linens (Pricing on request)
- Refundable Cleaning Deposit (At our discretion)

#### Policies and Procedures

## 1. Overview

All Renters must comply fully with all local, state and federal laws, as well as with the El Dorado Conference Center and South Arkansas College's policies and procedures listed herein.

This includes, but is not limited to, prohibitions against underage drinking, smoking or vaping inside the building or on Conference Center premises, and the possession of firearms, weapons, or other prohibited items on the premises except as otherwise permitted by applicable law and facility policy.

**Failure to comply with applicable laws, policies, procedures, or directives from Conference Center staff or security personnel may result in immediate intervention by security staff, including removal of individuals from the premises and/or termination of the event without refund.**

## 2. Security

Facility security will be under the control of South Arkansas College and rental activities open to inspection by college officials at all times. A security fee is charged for all events scheduled after regular business hours and/or events where alcohol is present. Charges for additional security may be required if deemed necessary by South Arkansas College's Director of Public Safety.

Clients are required to have SouthArk Security Officers under the following conditions:

- 1 Officer - events after 5:30 PM with 25 - 100 attendees
- 2 Officers - events after 5:30 PM with more than 100 attendees
- 2 Officers - any events where alcohol is present

Clients are **NOT** permitted to hire their own security *in place* of SouthArk security, but may hire event security **in addition to** SouthArk security if they desire. Non-SouthArk security **MAY NOT BE ARMED** unless:

- The hired security personnel are sworn and authorized law enforcement
- The hired security personnel have an Enhanced Concealed Handgun Carry License (E-CHCL) issued by the State of Arkansas
  - Any non-SouthArk security personnel carrying a firearm shall assume all risk and liability associated with the possession, carrying, or use of a firearm while on Conference Center or South Arkansas College property. **The El Dorado Conference Center and South Arkansas College assume no responsibility or liability for armed private security personnel hired by the Client.**

Proof of the aforementioned conditions and contact information of individuals must be submitted to the Conference Center events office and approved by the South Arkansas College Director of Public Safety 48 hours prior to the scheduled event. This policy follows [Arkansas Statute 5-73-122](#).

### **3. Smoking / Vaping**

The El Dorado Conference Center and South Arkansas College are non-smoking facilities. Smoking and/or vaping is not permitted in any building, in vehicles or on property.

### **4. Weapons**

Firearms may not be carried on person, in the vehicle, or otherwise be readily available. Furthermore, the El Dorado Conference Center and South Arkansas College prohibit the possession of any weapon within the conference center or on campus. A weapon is defined as a firearm, knives with a blade of three and one-half inches or greater, dirk, sword, bomb or any substance or device designed or intended to inflict harm. Authorized law enforcement officers are not subject to this regulation, but may be required to submit proof of authorization. *For more information, see section 2. Security.* This policy follows [Arkansas Statute 5-73-122](#).

Vendors for events at the El Dorado Conference Center may have knives or similar items for display only. They will need to be secured for the duration of the event in a manner approved by the South Arkansas College Director of Public Safety. Guests may not, at any time, handle the items. However, guests may order any of the displayed items for delivery or pick up at the vendor's place of business. Any type of firearm must be pre-approved by the South Arkansas College Director of Public Safety. If allowed, the weapons must meet safety and security requirements as designated by the South Arkansas College Director of Public Safety. Additionally, South Arkansas College recognizes that there are important outdoor related events where knives (or other edged weapons) and/or firearms are awarded as part of a raffle or door prize. In these instances, the recipient may take possession of these items as they exit the facility. In addition, possession will only be transferred from the event holder to the recipient at a prearranged location under the supervision of the South Arkansas College Director of Public Safety.

### **5. Discrimination**

No person or organization shall be excluded from rental or use of the El Dorado Conference Center and South Arkansas College facilities because of age, sex, race, color, creed, disability, or national origin. No rules or regulations may be promulgated by a rental

organization in which discriminates against any person or group or excludes them from use of the El Dorado Conference Center, South Arkansas College facilities or participation in rental activities.

## **6. Supervision**

Youth or children's groups must be supervised at all times by the Renter and/or designated adult chaperones. Children may not be left unattended anywhere within the El Dorado Conference Center or on Conference Center premises at any time. The El Dorado Conference Center and South Arkansas College are not responsible for the supervision, care, safety, or conduct of minors attending an event. Renters are responsible for ensuring that all minors are properly monitored and remain within authorized event areas.

## **7. Rental Age Requirement**

Individuals under the age of 21 are not allowed to rent facilities at the El Dorado Conference Center or with South Arkansas College.

## **8. Misuse**

South Arkansas College may revoke approval for use of the El Dorado Conference Center and South Arkansas College campus' facilities in case of an emergency, when facilities are misused, or when any regulations are violated. The facility request/contract will not be renewed when revoked for misuse.

## **9. Damages**

Individuals and groups using the buildings and grounds with the El Dorado Conference Center or with South Arkansas College shall assume responsibility for any loss of, or damage to, equipment, furnishings, fixtures, buildings, grounds, or other property occurring during or as a result of their event, including event setup and breakdown. Renters may be held financially responsible for any repair, replacement, cleaning, or related costs resulting from damage caused by the Renter, guests, vendors, contractors, or attendees associated with the event.

## **10. Liability**

The Renter will hold the City of El Dorado, the El Dorado Conference Center and South Arkansas College harmless at all times from any claim(s) or damage(s) on account of injury

to anyone using the facilities and grounds in connection with the function sponsored or operated by the Renter and/or growing out of their use and occupancy of said facilities and grounds, or through any defect in said premises, including the sidewalks adjoining the same and use or operation thereof.

## **11. Cleaning Fee and Cleaning/Damage Deposit**

### **Cleaning Fee (Non-Refundable)**

A cleaning fee will be charged for self-catered events, events held outside normal operating hours, or events where food is present, and clients are not utilizing El Dorado Conference Center catering rentals or services. This fee covers routine post-event cleaning required due to food service and is non-refundable. The cleaning fee schedule is as follows:

- Use of one Murphy Hall: \$150
- Use of two Murphy Halls: \$250
- Use of all three Murphy Halls: \$450

### **Cleaning / Damage Deposit (Refundable)**

The El Dorado Conference Center reserves the right to require an additional refundable cleaning or damage deposit for events where excessive cleanup, decorations, or other factors may create a risk of damage or unusual maintenance. The collection and amount of this deposit will be determined at the discretion of Conference Center management. If no excessive cleaning or damage occurs, the deposit will be refunded in full. The Conference Center reserves the right to retain all or part of the deposit to cover additional cleaning or repair costs.

## **12. Personal Property**

Any personal property brought on to the City of El Dorado, the El Dorado Conference Center and South Arkansas College property shall be kept at the risk of the person bringing it thereon. The City of El Dorado, the El Dorado Conference Center nor South Arkansas College shall not be liable for any damages to said personal property or the applicant or anyone using the facilities and grounds in connection with the function sponsored or operated by the applicant arising from the accident or neglect of any other person whatsoever.

## **13. Event Hours**

All events may begin and must occur between the hours of 7:00 am and 11:00 pm unless otherwise approved by the Conferences and Events Office, College President, or designee.

## 14. Animals

Animals are restricted from the El Dorado Conference Center except to those trained to assist the physically or visually impaired.

## 15. Fire Codes

All Renters must abide by all [fire codes](#).

## 16. Sponsorships & Endorsements

- No off-campus organization, political candidate or individual is allowed to use the name El Dorado Conference Center, South Arkansas College or its insignia in any publication, except to state as a location where the conference will be held.
- Sponsorships or endorsements by the El Dorado Conference Center or South Arkansas College may not be implied without advance permission.
- All publications and advertisements using the El Dorado Conference Center, South Arkansas College's name or insignia must be reviewed and approved by South Arkansas College.
- Please submit all requests for sponsorships and drafts for publications through the Conferences and Events office. A minimum of 5 (five) business days is required to review such material.

## 17. Parking

In general there is adequate event parking surrounding the El Dorado Conference Center. The proximity of that parking can fluctuate depending on several factors including building construction, South Arkansas College Class Schedule and the Murphy Arts District. Please call 870-864-8447 to find out the current factors affecting parking for your event. There are maps available that denote parking areas.

**\*\*\*Please be advised that the Brookshire's Grocery Store parking lot is not a designated parking area for the El Dorado Conference Center. Brookshire's does have a tow policy for unauthorized parking.**

## 18. Decorations

Rental times include client set-up, decorating, sound check, client cleanup and teardown.

Third party vendors such as event designers, audio visual designers, event planners, DJs, entertainers, etc.... are to be approved through the Conferences and Events office and the client is asked to accompany the vendors at all times.

All decorations must have prior approval from Conferences and Events Office. The Renter is responsible for removal and disposal of all decorations immediately after the event. Below are some of the "do's and don'ts" regarding decorating.

- Fresh flowers or similar centerpieces are welcome
- Open flames, pyrotechnics and fog/smoke machines are prohibited
- Helium balloons may be used outdoors, but are not allowed in conference facilities
- Decorations may not be suspended from light fixtures or curtains / shades
- Only gaffer tape may be used to affix decorations to walls or windows. Scotch, masking or duct tape may not be used on any walls, windows, tables, floors or equipment
- Any object that may puncture walls, woodwork, tables, chairs or staging is prohibited, including staples, nails and tacks
- Confetti and glitter are prohibited

### **Ceiling Decorations & Suspended Installations**

Any decorations, drapery, lighting, floral installations, signage, or other items to be suspended from the ceiling or attached to overhead structures must receive prior written approval from the El Dorado Conference Center Events Office, applicable South Arkansas College officials, and the Facilities Manager before installation is permitted.

Approved suspended installations will be subject to a non-refundable ceiling suspension fee, as well as an hourly labor fee for El Dorado Conference Center staff required to operate the scissor lift and assist with installation and/or removal.

For safety and liability purposes, all ceiling suspension approvals, fees, and staffing requirements are mandatory and are not subject to waiver or negotiation. Unauthorized suspension of items from the ceiling or overhead structures is strictly prohibited.

### **19. Scheduling**

Conferences and Events Office reserves the right to substitute facilities for the space(s) reserved should the need arise.

All space within the El Dorado Conference Center and on the South Arkansas College campuses must be reserved by off-campus groups, organizations and individuals through the Conferences and Events office. Space is reserved on a first-come, first-serve basis.

Requests may be submitted electronically, in person, or by phone.

**A rental deposit is required with a signed Usage Agreement before an event reservation is confirmed.** The amount of this deposit will be communicated to you at the time of scheduling by the event coordinator. **We cannot not hold an event date without a deposit.**

**The total event balance must be paid at least one day prior to the scheduled event date.** The Conferences and Events Office will communicate all information regarding the final balance including the deadline for payment when the event is confirmed.

## **20. Changes to Events**

Renters must request any changes to their events or conferences by no later than 72-hours prior to the start of the event.

These changes include but are not limited to:

- Requests for equipment
- Changes in number of attendees
- Changes in facility set up
- Requests for additional audio-visual requirements (equipment and/or operation)

Changes requested after this deadline may not be able to be accommodated based on required space changes, other event happenings, staffing levels, and equipment availability and will be extended an additional charge. Please check the price list for current charges.

## **21. Billing Policies and Procedures**

- For billing authorization the Renter must provide the El Dorado Conference Center and South Arkansas College with an active tax-id number verified by the Arkansas Secretary of State's office or an authorized purchase order number.
- If billing authorization has been established, the room deposit is waived and a signed Usage Agreement will confirm the event.
- If billing authorization has not been established, the Renter must provide South Arkansas College with a credit card or cashiers check for the amount of the room(s) rental as a deposit.
- Personal checks are not accepted. Only institutional, business, and cashiers checks are accepted after billing authorization has been established and are to be made payable to: South Arkansas College or the El Dorado Conference Center
- If the final bill is more than the estimated amount, an additional bill will be sent. If the final bill is less than the estimated amount, a refund will be sent within 30-45 days.

## 22. Cancellation Policies and Procedures

- Renters who cancel their event 15 or more business days prior to their event pay no cancellation fee.
- Renters who cancel their event 6-15 business days prior to their event pay 40% of their rental rate.
- Renters who cancel their event 3-5 business days or less prior to their event pay 80% of their rental rate.
- Renters who cancel their event less than 3 business days prior to their event pay a 100% of their rental rate.
- The Renter will pay subcontracted, technology equipment and services that cannot be cancelled in full, regardless of when the cancellation takes place.
- None of the cancellation fee/deposit may be applied to any future rental.
- Renters with unpaid fees may not rent the El Dorado Conference Center or any South Arkansas College facilities until their fee is paid in full.

## 23. Catering Policies and Procedures

The El Dorado Conference Center can provide catering services through our partnered caterers at the request of the client. The addition of sales tax plus an 18% service charge is assessed on all catering. All charges related to catering must be paid prior to the event date as discussed with the event coordinator. **The use of items such as dish ware, flatware, serving utensils and chafing dishes are included for events catered by the El Dorado Conference Center at no additional charge.**

Currently, The El Dorado Conference Center allows clients to self-cater either by using outside vendors or preparing food themselves. Hot food should be fully prepared and brought in ready for service. The El Dorado Conference Center allows limited kitchen access by request. This limited access gives the client's caterer access to a prep space, ice, sink and a dish washing machine. It does not give access to any means of hot food production such as ovens, fryers, stove tops, convection, griddle, microwave, tea machine, meat slicer, etc.

**Any catering brought in by the client regardless of requested kitchen access requires supervision by a designated employee of the El Dorado Conference Center. If this supervision occurs outside of normal business hours an hourly fee will be assessed.**

**The use of items such as dishware, flatware, serving utensils and chafing dishes are not included for self-catered events but can be rented based on the El Dorado Conference Center fee schedule.**

A non-refundable cleaning fee will be charged for self-catered events, outside of normal operating hours, where clients are not using any El Dorado Conference Center catering rentals or services. The fee scale is as follows:

- Use of one Murphy Hall: \$150
- Use of two Murphy Halls: \$250
- Use of all three Murphy Halls: \$450

## **24. Alcohol Policies and Procedures**

### **For All Events where alcohol is present:**

- Facility security will be under the control of South Arkansas College and rental activities open to inspection by college officials at all times. At least two security officers are required for all events where alcohol is present. An additional security officer may be required for events with more than 300 attendees. Please check the price list for current charges.
- Renters must carry a general liability event insurance policy with a minimum coverage of \$1,000,000.00 and a \$0.00 deductible.
- Clients must name the El Dorado Conference Center and the City of El Dorado as an additional insured. A copy must be turned into the Conference & Events office no less than 30 days prior to the event.
- The El Dorado Conference Center reserves the right to request insurance on a case-by-case basis. If additional insurance is requested, a copy of the certificate of coverage is required.
- Renters must coordinate and provide their own bartenders.
- All alcohol must be served from a centralized bar and remain within the room(s) in which the Renter has rented.
- No event attendee may remove any alcohol from the space the Renter rented. This includes bathrooms, hallways, public areas, or outside.
- The dispensing of draft beer must have method to contain spillage or overflow
- All alcohol must be removed from the facility at the end of the event

### **For Private Events where alcohol is present:**

- A private event is defined as an event that is not open to the public and where no public tickets are sold at the door.
- For a private event, Renters may bring alcohol into the El Dorado Conference Center to be served with their meals. This includes beer, wine, liquors and mixers.

### **For Events where alcohol is present and being sold:**

- For a public event, Renters may sell beer and wine, **only**, and only if a temporary alcohol permit is obtained from Arkansas Beverage Control.
- A copy of the permit along with a Retail Liquor Liability Policy must be turned into the Conference & Events office no later than 30 days prior to the event.

*I give South Arkansas College and the City of El Dorado permission to post this event on the El Dorado Conference Center website, the South Arkansas College website, the [www.goeldorado.com](http://www.goeldorado.com) website and related social media sites. Also, I agree to have this event publicized in reporting done by the El Dorado Conference Center and South Arkansas College in public reports.*

EL DORADO CONFERENCE CENTER | 870-864-8447 |  
ELDORADOCONFERENCECENTER.COM