

WILDWOOD REGULATIONS AND FACILITY RENTAL POLICY

1. The renting organization (Renter) shall conform to, comply with, and abide by all laws of the United States, the state of Arkansas, and Pulaski County, the rules and regulations of all Federal and State and County boards and bureaus, the ordinances of the City of Little Rock, and the regulations of the Fire Department, Board of Health, and Board of Underwriters.
2. Renter is liable for the conduct of its agents, representatives, casts, workers, and guests while they are using a Wildwood facility or present on the Wildwood premises. Renter agrees promptly to remit to Wildwood its reasonable cost in repairing any damage Renter or its agents, representatives, casts, workers, or guests may cause to any Wildwood facility or to the Wildwood premises.
3. Smoking is not permitted in any indoor part of the Wildwood facility. Smoking is permitted on the Pavilion and on walkways outside the building.
4. Renter shall not, without Wildwood's advance written permission, either erect or operate any electrical or mechanical machinery or equipment in a Wildwood facility or on the Wildwood premises. Renter shall not use or permit the use of any flammable or explosive substance or material in a Wildwood facility or on the Wildwood premises.
5. All decorations intended to be used by Renter, and the means of installing or displaying these, shall first be approved in writing by Wildwood. No decorations used by Renter shall be installed on the walls, floors, or ceilings of any Wildwood facility by means of wires, tacks, nails, screws, tape or other adhesives.
6. Wildwood shall furnish light, heat, air conditioning, and water to its indoor facility but any special lights or lighting fixtures shall be installed at the expense of Renter and are subject to prior approval by Wildwood. Renter may contract with Wildwood to provide special lighting.
7. Renter shall not use the name "Wildwood Park" or any variation of it, in any materials unless the copy bearing the name is first approved in writing by Wildwood. Renter's failure to submit the copy to Wildwood in advance shall be deemed to be a breach of Renter's rental agreement, and upon discovering any such breach, Wildwood may, at its option, cancel Renter's rental agreement without notice and may retain any deposits or other payments paid by Renter to Wildwood. (Wedding invitations and other means to direct guests are excluded.)
8. Wildwood will make the final decision on the availability of its facilities.
9. Any food and drink provided by Renter in any Wildwood facility or on the Wildwood premises must be catered by a professional caterer approved in advance in writing by Wildwood. Renter is responsible for its caterer's preparation and clean up of any Wildwood facility used for Renter's benefit, all to the specifications and standards of Wildwood. All trash and other waste generated by food and drink shall be removed by Renter or its caterer from all Wildwood facilities and the Wildwood premises at the termination of the event

Wildwood Park

20919 Denny Road, Little Rock AR 72223
(501) 821-7275

for which Renter has rented the Wildwood facilities or premises, and shall be deposited in a dumpster designated by Wildwood.

10. Renter may serve alcoholic beverages in any Wildwood facility or on the Wildwood premises for no more than **three consecutive hours**, and Wildwood reserves the right to terminate Renter's service of alcoholic beverages at any time. No beer kegs shall be used inside any Wildwood facility, but shall be located only on the pavilion or outside on the sidewalk. Any arrangements for delivery of alcoholic beverages to any Wildwood facility or to the Wildwood premises must first be approved in writing by Wildwood.
11. Dancing is permitted inside the Wildwood facility and on the pavilion in street shoes only.
12. Disturbances of flowers, shrubs, trees, and bushes are prohibited. Should Renter fail to leave the Wildwood premises in their original condition, Renter shall either restore all flowers, trees, and shrubs to their prior condition or promptly pay Wildwood its reasonable expenses of restoring them to that condition.
13. Birdseed or flower petals may be thrown outside only. No other objects (rice, confetti, etc.) may be thrown inside or outside the facility. If this provision is violated, the deposit is forfeited at the option of Wildwood.
14. Rental plants may be used inside Wildwood only with prior written approval of Wildwood.
15. Renter is liable for any and all damage caused to any Wildwood facility, the Wildwood premises, or any Wildwood equipment or other property during the term of its rental and shall pay Wildwood its reasonable expenses of replacement or repair.
16. Renter agrees to indemnify Wildwood and its staff members against all liability or damage suffered in connection with the use of the facility due to negligence of Renter or any of its agents, representatives, casts, workers, or guests.
17. Wildwood shall not be liable for any loss of, or damage to, any property brought onto the Wildwood premises or into any Wildwood facility by Renter, its agents, representative, casts, workers, or guests.

18. The rental period during which Renter is entitled to occupy the rented portion of the Wildwood facility or premises described in the rental agreement shall extend for no more than six consecutive hours. Should Renter fail to vacate the Wildwood premises at the end of six hours, Wildwood may, at its option, charge Renter an additional **\$100.00 for each hour** or fraction of an hour during which Renter, or any of its agents, representatives, casts, workers, or guests remains on the Wildwood premises. In no event shall Renter remain, or permit its agents, representatives, casts, workers, or guests to remain, in any Wildwood facility or on the Wildwood premises after 12:00 midnight.
19. Renter or its agents, representatives, casts, workers, or guests are allowed to occupy only the area of facility stated in the rental contract. Any other occupation will incur additional rental charges as listed in the rental rates sheet. Facility Coordinator must give permission prior to occupation. Rental rates are for a fixed amount of time. Full fee will be charged for any occupation.
20. Should Wildwood determine in its sole discretion that additional security is necessary because of the size or nature of the event contemplated by Renter to be held in a Wildwood facility or on the Wildwood premises, Renter shall be responsible for expense of hiring such number of off-duty police officers as shall be deemed by Wildwood to be sufficient to provide the security required.
21. Only Wildwood members may rent Wildwood facilities. Memberships may be purchased at the time of renting the facility.
22. Renter agrees to use the leased premises for the purposes as specified, and for no other purpose without the written consent of Wildwood obtained in advance.
23. Renter will make a **deposit of \$250.00** with Wildwood to cover any damages or excessive janitorial expenses, which may be necessary following the event. This deposit is necessary to secure the reservation date. This deposit will be refunded within ten days after the rental date if not needed. The deposit is forfeited if the reservation is canceled.
24. Wildwood does not lease its facilities to teenagers. Adults wishing to sponsor a party for those under the age of 21 must purchase additional insurance and provide additional security as required by Wildwood and for those events, the consumption of alcoholic beverages will not be permitted.
25. Pianos and other heavy pieces may be moved only upon prior approval in writing from Wildwood, and at the expense of Renter. Renter will return the pieces to their original location.

26. Special gallery lighting is not part of the rental agreement. Theatrical lighting in the Meeting Room is not part of the rental agreement.
27. **The rental and personnel fees must be paid and all details and paperwork completed in full fourteen (14) days prior to the event.** These fees and all others shall be forfeited to Wildwood if cancellation occurs within fourteen days prior to the event.
28. Renter agrees not to sell or dispose of or permit to be sold or deposited of tickets in excess of the seating capacity of the facility or to admit a larger number of persons than listed in the contract. Wildwood reserves the right to limit the number of persons attending the event for which Renter has rented a Wildwood facility or the Wildwood premises to a number which Wildwood, in its sole discretion, may determine to be the maximum number of persons who can safely be accommodated in the Wildwood facility or on the Wildwood premises rented by Renter.
29. Renter may not assign its lease or sublease any part of the facilities without the written consent of Wildwood.
30. After the agreement of rental is reached, only **three consultations** with florist and caterer or any other agents of the renter at the Wildwood facility is permitted and must be **by appointment only** with rental coordinator.
31. One month in before scheduled rental date, Renter shall furnish Wildwood with a caterer's **health certificate** and shall show proof of **worker's comp insurance** for coverage of all employees.
32. Renter shall not conduct, authorize, or allow any activities in any Wildwood facility or on the Wildwood premises that will or may create a fire hazard or increase Wildwood's cost of securing fire insurance.
33. Renter shall indemnify and hold harmless Wildwood, its directors, officers, employees, volunteers, and agents, against any and all liability and damage caused to or suffered by any person or entity on account of, or in connection with, Renter's rental and use of a Wildwood facility or the Wildwood premises.

Signature of Renter: _____

Date: _____