

Midtown Event Center (MEC)
Policies & Expectations
(last update: February 19, 2025)

General Limitations

- A. Hours: Each event will be approved for specific hours. It is the responsibility of the tenant to cooperate with the Midtown Event Center (MEC) Board of Directors, its designated representative(s), and security personnel in maintaining this schedule. Initials: _____
- B. Non-compliance with event center policy and procedures: MEC reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with the MEC policy and procedures. Initials: _____
- C. The Client is required to observe regulations concerning smoking, eating, drinking and clean-up of meeting spaces and is responsible for all party members. Initials: _____
- D. Client is required to obtain and show proof of insurance as follows: Client must maintain General Liability insurance coverage in the amount of \$1,000,000.00. Event insurance can be self-provided, or purchased from a third party vendor. A copy of the insurance certificate must be provided to a MEC representative at least fourteen (14) days prior to the scheduled event. Initials: _____
- E. Liability: By signing this "Rental Agreement" form, the Client shall indemnify and hold harmless the MEC (a C corp), Vine & Village (owners of the MEC C corp), and Mosaic Church of Central Arkansas (owner of the building), and its agents/employees, against any and all damages, claims, or other liability due to personal injury or death, or damages to the property of others, arising out of the use of the facility. Initials: _____

Fees & Security

- A. Rental and service fees will be charged in accordance with the most recent MEC Fee Schedule. Charges will be assessed for extended use, damage, abuse, or for using services beyond those approved in advance. Extended use charges include any time for management, maintenance, and security beyond that included in the agreement, including set-up, takedown, and departure from the rental space later than scheduled. The Client must accept full responsibility for such additional obligations and their settlement. These excess charges will be due within 10 business days after the event. Initials: _____
- B. Clients assume all responsibility in cleaning the facility after use. In the event the Clients fail to satisfactorily clean the facility, the Client agrees to reimburse the MEC for cost of cleaning at \$100.00 an hour for the number of hours worked by the cleaning staff, with a minimum charge of 2 hours. Initials: _____

- C. Cleaning Terms Initials: _____
 - a. Remove all trash from trash cans before you leave.
 - b. Remove all items brought in by yourself and/or vendors before you leave.
 - c. Any spills on the floor must be immediately cleaned for safety and if on any carpet reported to the MEC designated representative on the night of your event.
 - d. All tables must be cleared of food, plates, napkins, glasses, cups, etc., and wiped down before you leave.
- D. If the MEC, in its sole discretion, determines that additional supervision, security or equipment (i.e. portable restrooms, trash cans, etc.) is needed for any event, the Client shall provide extra personnel or equipment. The expense shall be borne solely by the Client. Initials: _____
- E. Security is required for all events. Security plans will be made by the designated MEC representative and a mandatory security fee will be imposed. Initials: _____

MEC Policy & Procedures

- A. DEPOSITS ARE NON REFUNDABLE. 20% of the full rental amount deposit is required with submission of completed "Use Agreement." Balance of rental fee is due no later than fourteen (14) days prior to the event. If the balance is not received fourteen (14) days prior to the event, the event will be removed from the schedule. No exceptions. Initials: _____
- B. Caterers are responsible for all service dishes. The MEC will not collect or store these items. Tablecloths, centerpieces, lighting, draping and other rented items are the responsibility of the Client. Initials: _____
- C. No smoking in the MEC building or on the outdoor patio area adjacent to the facility. Initials: _____
- D. Alcohol is permitted on the premises only in compliance with the MEC Alcohol Service Policy (see separate document). Initials: _____
- E. No confetti, glitter, rice or birdseed are allowed inside or outside the facility area. Flower petals are permitted for wedding aisle runners or table décor. Initials: _____
- F. No decorations, lights or banners may be attached to the wall. Projectors can be used for displaying images or slideshow usage. An onsite tech will assist with this. Initials: _____
- G. The MEC shall review and approve floor plans, slides, media plans and printed material fourteen (14) days prior to the event. No AV needs can be changed the day of the event in addition to what has already been provided and agreed upon. Initials: _____

- H. Events booked for a Friday will have an ending time no later than 11 PM. Saturday night events must end no later than 10 PM. The ending time will be strictly enforced, regardless of the actual start time. Initials: _____
- I. Any booking that misrepresents the nature of the event being held will not be allowed to continue and immediately shut down upon discovery. Initials: _____
 - a. In the event of this shut down, Client forfeits the deposit and will not receive any refund for expenses already incurred.
 - b. In the event of this shut down, Client will be responsible to pay any outstanding balances due.
- J. No animals will be allowed in the building with the exception of certified service animals. Initials: _____
- K. The MEC is not responsible for items belonging to the Client that are not picked up at the end of the event. The Client is responsible for removing the entire event's items (including decorations, linens, programs and trash, etc.) by the end time on the Rental Agreement. Any maintenance issue should be reported to a MEC representative, at which time they will work to solve issues in a timely manner. Other rented items from outside vendors including dinnerware, special tables, lighting, banners, etc., will have to be authorized by a MEC representative. Initials: _____

Client Signature

Date

MEC Representative Signature

Date