

Rock House Plaza

Event Policies

Deposit & Booking

A \$200.00 is required to reserve event space. Upon acceptance of the terms of contract, 1/2 of the estimated cost of the event must be paid no later than 61 days prior to the event date in addition to the \$200.00 deposit. Failure to do so, will release this date for another potential booking and any deposit will be refunded (see Cancellation Policies below). The balance of the function will be paid in full on the day of the event.

Cancellation Policies

100% will be refunded if the cancellation takes place 61 days or more prior to the event. If the cancellation 60 days or less, the entire deposit and the partial payment of the estimated function cost will be forfeited.

Alcohol Policy

No alcohol is permitted from any outside source such as Champagne, keg of beer, or bottled liquor. Any outside alcohol will be confiscated. No exceptions.

Payment Options

We only accept cash, or credit cards (Visa, Mastercard, AMX, and Discover). Due to the frequency of hot checks we DO NOT ACCEPT PERSONAL OR BUSINESS CHECKS. We will accept Bank Cashier Checks on prior approval from that bank. We also will accept wire transfers from your bank to our bank at your expense. If final payment is made with wire transfer, the transfer of funds must be approved and performed before the day of the event.

Damages to Building or Missing Building Items

The person(s) who pay for the event will be responsible for any damages to the building do to neglect by them or any of their Guest or anyone associated with their Guest at their event.

Service Fee/Gratuity 18%

This fee is applied to the total function cost (not including Arkansas Sales Tax) to defer to cost of cleaning the location and Gratuity for the Server(s). Local tax will also be applied to the total function cost. A service fee of \$75.00 will be added if head count is 25 or less.

Personal Property Waiver

The Rock House Plaza will not be responsible for any personal items of any of their Guest or their items either damaged or lost while on the property. The person(s) booking the function will be ultimately responsible for any of those damages.

Final Count

We must have the final head count for the function 14 days prior to the day of the event. We will prepare food according to the agreed head count. If there is no agreement on head count by this time, then what was agreed to the day of the signing of the contract will be used and what was purchased will be provided regardless of head count at the day of the event.

Fun Policies

The above policies are necessary to let you know what we expect from you. What you can expect from us is a clean Historic Building, educated staff, and hopefully worry-free FUN experience. So lets enjoy life and have a fun and memorable experience.

Signing below acknowledges the terms of the above conditions and the terms of the contract.

Event Client _____

Date _____

(The event client is the person in charge of financing this event)