

CITY OF HOT SPRINGS

Facility Use Application

Transportation Depot/Plaza Exchange Street Parking Plaza

Individuals or organizations desiring to hold an event or otherwise rent space at the Transportation Depot/Plaza or the Exchange Street Parking Plaza must complete this application. The completed application must be returned to the Facility Manager, 100 Broadway Terrace, Hot Springs, AR 71901, . Fees and deposits are due at the time of reservation in order to hold and confirm. Please read **Facility Use Policy** for complete policies and procedures.

APPLICANT INFORMATION

Contact Person's Full Name:	
Organization/Sponsor Name:	
Non Profit (if non-profit attach documentation illustrating non-profit status.)	
Address:	
Telephone:	Fax:
Cellular Telephone:	e-mail address:

EVENT INFORMATION

Event Name:	
Start Date:	End Date:
Start Time:	End Time:
Set-up Time & Date:	Tear-down Time & Date:
Event Site(s): Transportation Plaza Transportation Depot Parking Plaza Community Event Area <i>(see Attachment A for specific areas and rates. Please call the Depot Office, 501-321-2020, for computation of fees.)</i>	
Event Description (attach promotional material & event schedule, if any):	
Anticipated Daily Maximum Attendance:	
Will there be charges or fees for entry to event or for participants in event? YES NO If so, please attach a copy of your fee schedule.	

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July 14, 2003

If non-profit or fund raiser type event, who will benefit from the proceeds?

PUBLIC SAFETY INFORMATION

Describe your security plan (required if alcohol is served):
Who will provide security?

EVENT INSURANCE INFORMATION

Insurance Company:	Insurance Agency:
Insurance Contact Person:	Telephone:

FOOD, BEVERAGE AND MERCHANDISING INFORMATION

Will food be served? YES NO	Food Servers:
Will beer or wine be served? YES NO	Alcohol Servers:
Will there be other vending? YES NO	Number of Vendors:
Describe other vending:	
<i>NOTE: If beer or wine is being served, a permit must be secured from the Arkansas Alcohol Beverage Control Board. Event organizer is also required by state law to ensure that all vendors collect Arkansas State Sales Tax.</i>	

OPERATIONS INFORMATION Must Contact Sanitation 321-6911

Number of Trash Containers:	Type of Trash Containers and Locations:
Site Cleanup Contact's Name:	Telephone:
Is electrical service needed? YES NO	Is water service needed? YES NO
Number of Portable Toilets:	Toilet Vendor:
Street Closings: Contact: Terri Phillips 321-6861	Barricades Needed: Contact: Terri Phillips 321-6861
Special Needs:	

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NOTE: Trash collection must be provided and coordinated through the City's Sanitation Department (321-6911). Arrangements for electrical and water service must be confirmed with the Facilities Manager not less than three (3) business days prior to the event, otherwise, these services will not be available. Site cleanup must be completed within eight (8) hours after event is completed. Failure to meet this requirement may result in the City billing the event organizer for clean-up costs and retention of the security deposit.

By signing this application, I hereby agree to abide by the facility use policies and procedures as adopted by the Hot Springs Board of Directors and to render prompt payment of all applicable fees.

Applicant's Signature

Date

(NOTE: This section to be completed by City)

Date Received: _____ Date Approved: _____ Approved by : _____

Conditions: _____

FEES DUE:

Area Use Fees	\$ _____	
Concession Fees	\$ _____	(_____ Vendors)
Restroom Access Fees	\$ _____	
Deposit	\$ _____	
Total Fees Due (including deposit)	\$ _____	

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ATTACHMENT A

FACILITY USE AREAS & FEES

TRANSPORTATION PLAZA		RATES	
(Please circle letter of area desired)		Regular	Non-Profit
A. Plaza		100.00	50.00
B. Open Parking Area		100.00	50.00
C. Farmer's Market Pavilion		200.00	100.00
D. Bus Parking Area		100.00	50.00
E. Greenway (South)		50.00	25.00
F. Greenway (North)		50.00	25.00
G. Entire Plaza (Areas A,B,C,D,E,F)		200.00	100.00
H. Access to Restrooms		150.00	75.00

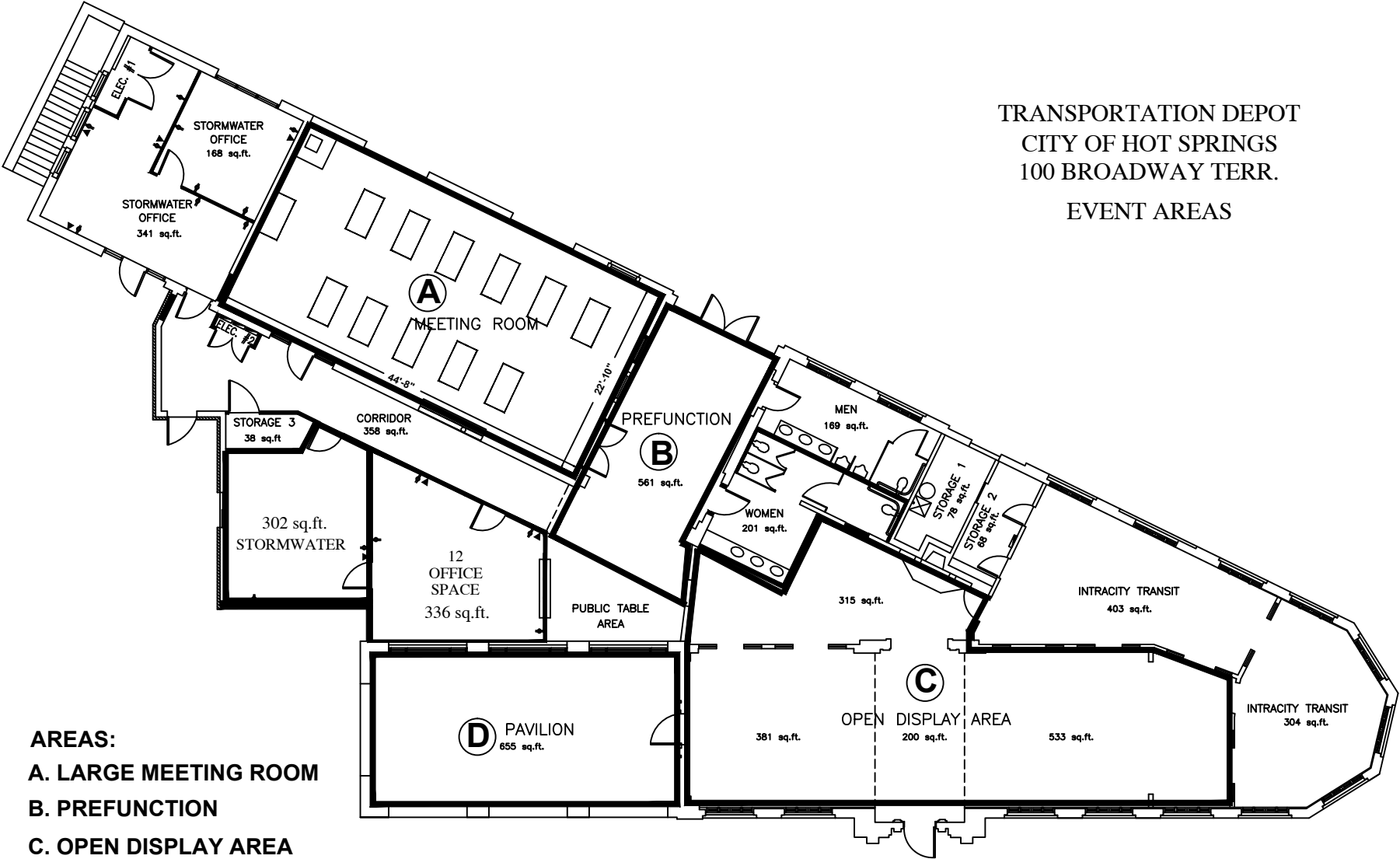
TRANSPORTATION DEPOT		HOURLY/RATES	
(Please circle letter of area desired)		Business Hours	After Hours
		Regular/Non-Profit	Regular/Non-Profit
A. Large Meeting Room		30.00/15.00	40.00/20.00
B. Pre-Function		N/A	N/A
C. Open Display Area		20.00/10.00	30.00/15.00
D. Pavilion		10.00/5.00	20.00/10.00
E. Entire Depot		50.00/25.00	60.00/30.00
Cleaning Fee (required if food or drink served)		\$30.00	

DOWNTOWN PARKING PLAZA		(Contact: Terri Phillips 501-321-6778)
	DAILY RATES	
	Regular Rate/Non-Profit Rate	
Community Event Area	\$200.00/100.00	
Top Level	\$200.00/100.00	
Both Areas	\$300.00/150.00	

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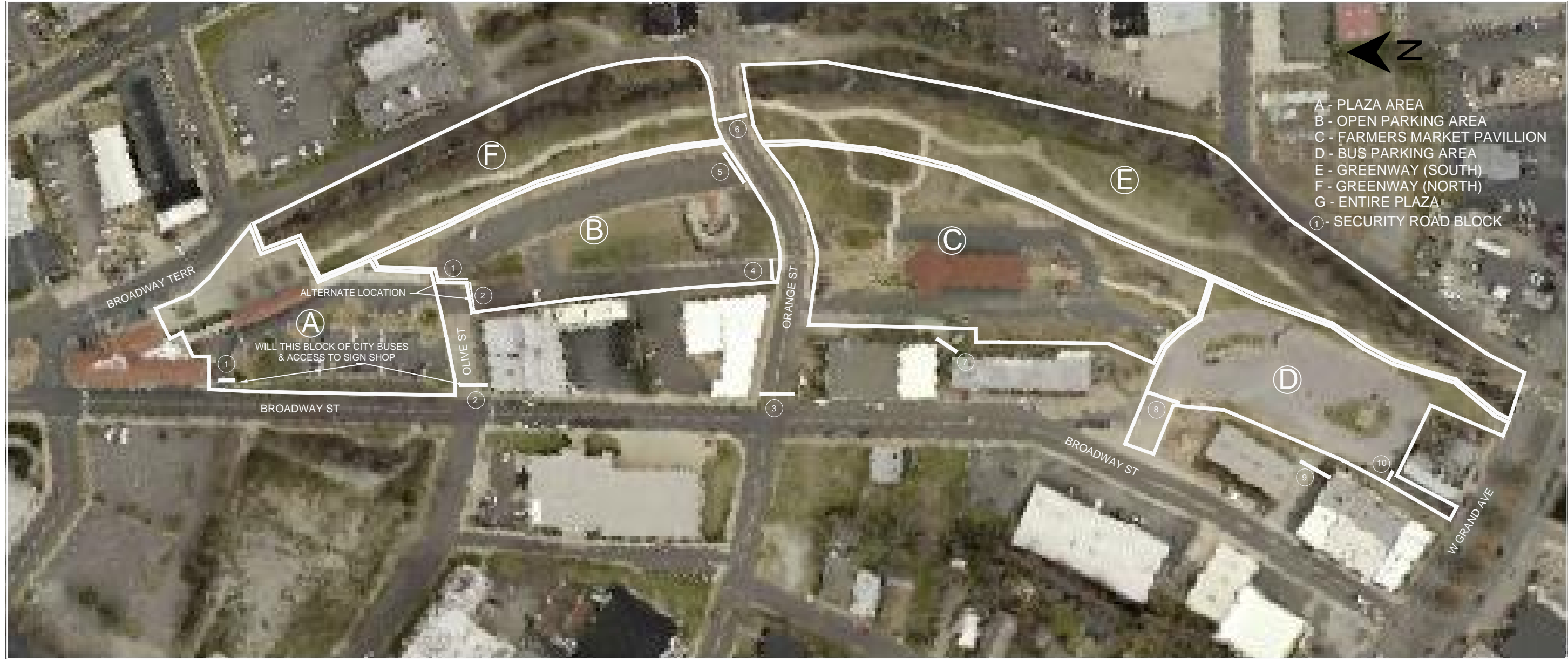
TRANSPORTATION DEPOT
 CITY OF HOT SPRINGS
 100 BROADWAY TERR.
 EVENT AREAS



- AREAS:**
- A. LARGE MEETING ROOM**
 - B. PREFUNCTION**
 - C. OPEN DISPLAY AREA**
 - D. PAVILLION**
- ENTIRE DEPOT (AREAS A,B,C,D)**

BLDG.TOTAL SQ. FT. = 6,414

TRANSPORTATION PLAZA
CITY OF HOT SPRINGS
BROADWAY TERR.
EVENT AREAS



CITY OF HOT SPRINGS - ENGINEERING DIVISION	
TRANSPORTATION PLAZA EVENT AREAS	
DATE	JUNE 2017
SCALE	NTS
DRAWING NO.	1
CITY OF HOT SPRINGS P.O. BOX 700 HOT SPRINGS ARKANSAS 71901 (501) 381-4861	
DESIGNED BY	DATE
DRAWN BY	JUL DATE 06/08/17
CHECKED BY	DATE
APPROVED BY	DATE
REVISION	REV. 0
DATE	
REVISION DESCRIPTION	
DRAWN BY	