

CANVAS

AT THE ARKANSAS ARTS CENTER



Restaurant Contract for Private After Hours Events

The following is a list of guidelines and policies. Receipt of signed contract and deposit will confirm your reservation.

1. Canvas Restaurant is available for rental 5 pm – 11pm daily and will accommodate up to 100 people for seated dinners and 150 guests for receptions.
2. Square tables, chairs, china, flatware, standard glassware, and linen napkins are included in the rental. Table linens are not included but can be added for an additional cost. Tables may be rearranged on request but no tables may be removed.
3. No burning candles are allowed in the Arkansas Arts Center/Canvas.
4. Convenient free parking on MacArthur Circle and entrance through our patio. Handicap entrance is available.
5. Food selection & final count is required *no later than 10* days prior to the event! You may increase your count up to 36 hours prior to the event date but not decrease.
6. A rental fee of **\$600.00** is required to reserve the restaurant at the time of booking. The deposit will reserve your date for the use of the restaurant and is non-refundable and non-transferable for other dates or services. Guests will access the restaurant through our patio entrance on Mac Arthur Circle. The restaurant bathroom (*located in the kitchen, unisex, single use*) will be made available to guests.
7. For an additional **\$150.00**, guests will be able to enter through the Arts Center Atrium and have access to the restrooms in the atrium. This applies if the Atrium is not booked for another function.

Terms of Payment and Cancellation:

- \$600 deposit due upon completion of contract
- 30 days prior to the event, a guaranteed guest count is due along with ½ of the total payment. The count may be increased after such time but not decreased.
- Payment in full is due 10 days prior to the event. We accept cash, personal/company checks and major credit cards.
- Cancellation by the client within 30 days of the event by no fault of Canvas Restaurant will result in a penalty of 50% of the entire balance due. Cancellation by the client within 10 days of the event by no fault of Canvas Restaurant will result in a penalty of 100% of the entire balance due.

Event Date: _____ Approximate Numbers of Guests: _____

Time of Function: (Start) _____ (End) _____

Contact: _____ E-mail _____

Phone: (Home) _____ (Work) _____

Credit Card# _____ Exp. Date _____

Signature: _____ Date: _____