

The Place To Be in North Little Rock Patrick Henry Hays Senior Citizens Center

The Hays Center was opened in February, 2003 as an activity center for “seniors” living in the state of Arkansas. As the membership numbers and activities have grown, so has the desire to rent the ballroom, gallery and meeting room for receptions, birthdays, anniversaries, conferences, meetings and seminars.



The ballroom is our most sought after rental space. This room has over 5,000 square feet of rental space. It can accommodate 328 people standing or seat 250 at round tables.



Adjacent to the ballroom is a fully equipped commercial size kitchen which can be added to the rental for an additional charge.

This kitchen may be used by the renter or a licensed caterer to prepare food for the event.

For smaller events, the ballroom can be divided to accommodate an average of 125 people seated at round tables.



Events can be scheduled for up to 8 hours. However, any decorating and all clean up must be included in this time period, unless for Friday and Saturday events 2 additional hours are purchased for decorating at the rate of \$100.00 per hour.

Audio/video equipment may be rented from the center for an additional charge.

The Hays Center Gallery has been a favorite for anniversaries and showers. This fully glassed in area brightens up the party with all the spring and summer blooms.



The Hays Center meeting room has over 1,400 square feet of space. This room can be set up in a classroom or workshop style. Electrical connections can be found in the floor along with a disappearing screen for use with audio/video presentations.



This room can accommodate approximately 50 people, depending on the set up of the room.

Ball Room

(Whole Seats 250 people)

\$850.00 - up to 5 hour event.

\$1,050.00 - 5 to 8 hours.

(Half Seats 125 people)

\$575.00 for ½ room – up to 5 hour event.

\$750.00 for ½ room – 5 to 8 hours.

With kitchen add \$100.00.

Deposit \$400.00

(refundable when clean up is acceptable)

Additional 2 hours for decoration for 8 hour use
Friday or Saturday only, \$100 per hour

Meeting Room

(Seats 50 People)

\$75.00 - up to a 2 hour event

\$125.00 - 2 to 4 hour event.

\$200.00 - 5 to 8 hours

Deposit \$75.00

(refundable when clean up is acceptable)

Gallery	\$125.00 - up to 5 hour event. \$200.00 - 5 to 8 hours. Deposit \$75.00 (refundable when clean up is acceptable)
Security	\$30.00 per hour (3 hour minimum) Non-alcohol events must have security after sundown. Events with alcohol must have security on hand at all time alcohol is served plus 30 minutes after the event No alcohol will be served for more than 5 hours or after 11:00 pm.
Audio/Visual	\$100.00

Schedule of charges for violation of rental agreement (This is only a partial list)

- \$100.00 for stain or floor damage to dance floor or carpet that is not cleanable by dust mop or vacuum.**
- \$50.00 for leaving the kitchen floor dirty. It must be swept and mopped after the event.**
- \$50.00 for leaving kitchen tables, serving areas, sinks, or other areas dirty. All areas used must be left clean.**
- \$50.00 for leaving the dishwasher unclean and/or full of water.**
- \$50.00 for leaving trash in and around rented room/floor and/or not vacuuming carpet and mopping dance floor after the event.**
- \$100.00 for utilizing space not authorized by the rental agreement.**
- \$100.00 per ¼ hour for running over time on rental, must also pay additional security.**
- \$200.00 per ¼ hour for extending past 1:00AM. In addition, the renter must also pay for the additional security.**
- *Cost for other damages to be determined by Hays Center Director.**

Full payment is due 90 days prior to the date of the scheduled event.

Cancellations more than 30 days in advance are eligible for a refund of the deposit less a processing fee of \$100.00. However, cancellations less than 30 days will result in forfeiture of the deposit.

***For Questions or Information please contact
Angela Wirt at 501-975-4297 or E-mail awirt@nlr.ar.gov
Office hours are 8am to 4pm Monday thru Friday***

8/2018