

THE RAVINGTON

— EST. 1909 —

293 N Main Street · Centerton, AR 72719
celebrate@theravington.com · (479) 903-3518

VENUE POLICIES & GUIDELINES

Effective July 2026

These policies apply to all events held at The Ravington, located at 293 N Main Street, Centerton, AR 72719, operated by The Ravington LLC. By signing a rental contract or booking an event at The Ravington, all lessees agree to abide by the policies set out in this document.

Key Contacts

The Ravington · 293 N Main Street, Centerton, AR 72719
Phone: Main Phone (479) 903-3518 | Main Email: celebrate@theravington.com

- Jennifer Morrow — Weddings & Corporate Events | Ext. 1 | weddings@theravington.com
- Les Key — Community & Non-Profit Events | Ext. 2 | meteor@theravington.com

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SECTION 1

Payments & Cancellations

Payment Terms

Rental fees are due according to the payment schedule outlined in your contract. The following terms apply to all bookings:

- First payment is due upon signing of the rental contract.
- Final payment is due no later than 30 days prior to the event date.
- Late final payments are assessed a fee of \$20 per day until payment is received.
- Credit card payments are accepted with a 3% merchant surcharge added to the total.
- ACH payments are accepted with a 1% merchant surcharge added to the total.
- Checks should be made payable to The Ravington LLC and remitted to 293 Main Street, Centerton, AR 72719. A secure dropbox is available at the back of the building.

Cancellation Policy

The Ravington understands that circumstances change. However, when a date is removed from availability, the opportunity to re-book that date diminishes significantly the closer it is to the event. The following cancellation schedule applies to all bookings:

Cancellation Timeframe	Charge to Lessee
More than 6 months before event date	First payment forfeited — no final balance charged
Within 6 months of event date	First payment forfeited + 25% of remaining rental fee
Within 5 months of event date	First payment forfeited + 50% of remaining rental fee
Within 4 months of event date	First payment forfeited + 75% of remaining rental fee
Within 3 months of event date	First payment forfeited + 100% of remaining rental fee

All cancellations must be submitted in writing to celebrate@theravington.com. Verbal cancellations are not accepted. Cancellation fees will be billed to the Lessee within 10 business days of written notice.

Insurance Requirement

All lessees are required to obtain a General Liability Certificate of Insurance (COI) with the following minimum coverage:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate
- Additional insured: The Ravington LLC, 293 Main Street, Centerton, AR 72719

The COI is due with your final payment, no later than 30 days prior to the event date. Event insurance can be obtained easily and affordably online through services such as:

- The Event Helper — <https://www.theeventhelper.com/#xBDMmB>
- WedSure — www.wedsure.com
- Your existing homeowner's insurance policy (contact your provider)

SECTION 2

Venue Operations & Scheduling

Rental Period

Your rental period is limited to the dates and times specified in your signed contract, up to 16 hours per rental day. The following rules apply to all rental periods:

- Standard rental time for full-day events: 9:00 AM – 1:00 AM.
- No event may run past midnight (12:00 AM).
- All load-out and cleanup must be completed by 1:00 AM following the event date.
- Exceeding the allotted rental time or failing to vacate by 1:00 AM will result in a \$150 per hour overage charge billed to the Lessee.
- All items brought onto the property — decorations, vendor equipment, rental items, and personal belongings — must be removed by the end of the rental period. No items may be stored at the venue before or after the event without prior written approval.



Vacancy Deadline

All guests, vendors, and items must be off the premises by 1:00 AM following the event date. Failure to vacate by 1:00 AM will result in a \$150 per hour charge billed to the Lessee.

Parking & Load-In

The Ravington is an urban venue on Historic Main Street. **Please communicate parking instructions to your guests in advance** — on invitations, your event website, or via email — to prevent congestion on First Street.

- Guest parking is available across the street at the park and adjacent to City Hall.
- Handicap parking is available on-site.
- Please encourage your guests to exercise caution when crossing Main Street.
- An off-duty police officer may be hired to direct pedestrian traffic if desired.
- Vendors must load in through the back doors or courtyard.

Planning Meetings & Walkthroughs

We're happy to schedule a walkthrough so you and your team can see the space and plan your event flow. Walkthroughs are available Monday through Friday during business hours.

To be respectful of everyone's time, we ask that clients consolidate their visit into a single walkthrough and invite all key decision-makers — coordinators, caterers, photographers, and family members — at once. We recommend scheduling this with your point of contact (Either Les or Jennifer) no later than one month prior to your event.

Photography Sessions

For clients of the Ravington, a complimentary photo session may be arranged at any time prior to your event date, subject to availability. (You bring the photographer, we provide the space.) Sessions are not confirmed more than two weeks in advance due to last-minute event bookings.

- Indoor photo sessions are limited to one hour.
- Outdoor photography sessions do not require scheduling, but if you come to the building and an event is happening, please plan to reschedule. You may inquire about availability with Les Key via email at meteor@theravington.com.

For all other photography sessions:

- Outdoor courtyard and exterior photos: no charge.
- Indoor sessions - \$75 per hour with a one-hour minimum, as these require the building to be unlocked and a site manager to be present.
- Photo session requests must be noted on your inquiry form or via email to meteor@theravington.com.

Early Setup

Early setup the day prior to your event may be reserved no earlier than one week prior to the event if the venue is available. Early setup terms, including timing and any additional fees, will be specified in your rental contract.

Early setup fee: \$150 per hour, 2-hour minimum

Wedding Rehearsal

A one-hour rehearsal time block may be scheduled based on availability. The following terms apply:

- Rehearsals may be penciled into the calendar as far in advance as desired, but will not be confirmed until two weeks before the date.
- Last-minute event bookings take precedence over rehearsal slots.
- No food is allowed during rehearsal.
- No personal items may be stored at the venue during or after rehearsal.
- If the one-hour rehearsal time is exceeded, a fee of \$150 per hour will be billed to the Lessee.

Site Manager

A Ravington site manager will be present during your event. The site manager is a facilities manager — not a wedding coordinator or cleanup crew. Their responsibilities include:

- Unlocking and locking the building
- Ensuring vendors and guests comply with venue policies
- Restocking restrooms as needed
- Addressing PA system and thermostat questions
- Confirming cleanup has been completed properly



Important — Site Manager Limitations

The site manager cannot perform wedding coordinator functions such as lining up the bridal party, cueing toasts, managing timelines, or coordinating vendors. If you need these services, please hire a professional wedding coordinator.

Wedding Coordinator

The Ravington has partnered with **Precision Event Group**—a full-service event planning company. While we do not *require* that you use Precision's event planning services, we strongly recommend hiring them or another professional wedding coordinator of your choice for all wedding events. A coordinator manages your timeline, coordinates vendors, and ensures your event runs smoothly — responsibilities that fall outside the scope of our site manager's role.

Timeline & Vendor Contact List

The Ravington requests that you or your coordinator provide a written timeline along with a Vendor Contact list with emails and phone numbers no later than one week prior to event. We will send you a questionnaire 30 days before the event in which you can provide that information.

SECTION 3

Catering & Cleanup

Catering Policy

Unless prior written permission is given, food at all events must be provided by a professional catering company or restaurant that:

- carries liability insurance
- abides by the rules of the Arkansas Health Department

Dishes, Flatware & Stemware

The Ravington site manager is not responsible for cleaning or handling any dishware. Dishwashing service may be arranged through your caterer or a professional event staffing company.

Waitstaff & Table Bussing

The Ravington site manager is not responsible for bussing tables. Waitstaff should be booked through your caterer or a professional event staffing company. If a full-service caterer is not to be used and food is dropped off via food truck or restaurant, a minimum of 2 servers per 100 people is required to bus tables, pack up rentals, bag trash, and clean property

Food Trucks

The back half of the courtyard has steel reinforced concrete. Food trucks may be parked in this area only.

Caterer Checklist

While the site manager is responsible for the Walk-Away cleaning of the venue, **catering, food service, and bartending vendors are expected to leave their work area clean.** Site managers can provide cleaning supplies if needed.

- No Food Left in Sinks - Clean out sink and drain grate
- All kitchen trash taken out then replaced with clean trash bag(s)
- All leftover food must be neatly packaged up for client and placed in kitchen area or thrown away in dumpster
- Wipe down all surfaces and sinks
- Sweep and Mop kitchen area
- Clear any clutter and straighten up surfaces as found
- Reset any tables used if they were moved
- Break down all boxes before placing in the dumpster
- Remove all food from refrigerators at the end of the rental period

Cleaning Policy

To ensure a consistently high standard of cleanliness and readiness for every event, The Ravington requires that all post-event cleaning be handled by The Ravington's designated

professional cleaning team or TNT Events and Staffing, depending on which site management arrangement is in place for your event.

We call this service **“The Walk-Away”** and it means the following:

Your Responsibility

- All personal items, decorations, and rental items removed from the building
- All food and alcohol removed from the property
- You walk away and leave the rest!

Your Walk Away Service Takes Care of the Rest

- All trash removed from the building, kitchen area, and grounds
- All surfaces wiped down to the level of cleanliness found at start of rental
- Furniture and bars brought in from outside returned to original location
- Furniture in suites reset to original position, tables and chairs stacked and put away
- Floors cleared of debris, swept and mopped
- Bathrooms cleaned and restocked

Walk-Away Cleaning Fees

Ravington Site Manager (Les Key): When The Ravington site manager (Les Key) is assigned to your event, cleaning fees are estimated based on the size and duration of your event as follows:

Hourly and Light Impact Event

Cleaning Fee: \$75–\$200

Full-Day and High Impact Event

Standard Cleaning Fee: \$200–\$300

TNT Event Staffing site management handles full-day events and provides a flat-fee Walk Away cleanup service for \$250.

Outside cleaning by clients, vendors, or personal contacts is not permitted under either arrangement.

Additional Notes

- Cleaning fees are estimated at the time of booking based on event details.
- Events involving extensive catering, bar service, or unique cleanup needs may be assessed at or above the end of the applicable tier.
- **Your cleaning fee will be invoiced along with your final payment.**
- Excessive cleanup and/or damage can incur additional fees, which will be invoiced at the end of the event.

We appreciate your understanding and partnership in maintaining the quality and care of this historic space.

SECTION 4

Alcohol Policy

Current Operating Model

The Ravington is currently a BYOB (Bring Your Own Beverage) venue. The Ravington does not currently hold an Arkansas Beverage Control (ABC) permit and does not sell, purchase, or provide alcohol.

Under this model, the Lessee owns and supplies all alcoholic beverages for the event, but the alcohol must be controlled and served by professional bartenders. The Lessee assumes full legal liability for all alcohol served at their event and is responsible for ensuring compliance with all relevant Arkansas laws and regulations.

Required Bar Service

The Lessee may select any licensed professional bartending company of their choice. The chosen bartending vendor must:

- Operate as a licensed professional bartending company
- Carry current general liability and liquor liability insurance
- Use bartenders who hold current Arkansas ABC-approved server training certification
- Be responsible for verifying guest ages, refusing service to intoxicated or underage guests, and complying with all applicable Arkansas laws

The Lessee contracts directly with the bartending vendor. The Ravington does not employ, manage, or invoice for bartending services.

Proof of vendor insurance and server training may be requested prior to the event.

Future ABC Permit & Transition Notice

The Ravington intends to pursue an Arkansas Beverage Control (ABC) permit. The timeline is uncertain — possibly anywhere from July 2026 to November 2026 — and depends on factors outside the Venue's control.

- If the permit becomes active prior to an event date, the alcohol arrangement will change as required by Arkansas law:
- BYOB will no longer be permitted; no outside alcohol may be brought onto the premises.
- Third-party bartending companies will no longer be permitted to serve at the Venue.
- All alcohol service will be provided by The Ravington's licensed bar service from the Venue's inventory.
- Lessee will be offered updated beverage service options (e.g., hosted bar packages) to replace BYOB, but will make every effort to provide financially similar options to BYOB.
- Because this change is mandated by state regulation, it will not constitute a breach of contract by the Venue and will not be grounds for cancellation.

**Transition-Safe Option:**

For dates beginning in November 2026 and beyond, The Ravington's planned licensed bar service will be operated in coordination with Les Key (Meteor Guitar Gallery). Selecting Les as your bartending vendor provides the smoothest continuity if a transition occurs.

Lessees who contract with other bartending vendors accept the risk that those vendors may not be able to serve if the permit activates before their event. The Ravington is not responsible for any deposits or losses incurred with third-party bartending vendors as a result of a permit-triggered transition.

Alcohol Service Rules

Regardless of the vendor, all bartending services must follow all Ravington alcohol service rules without exception. A copy of these rules will be provided to your bartender when they arrive.

- All alcohol must be kept behind the bar and served by professional bartenders only. Self-service is not permitted. Flasks and bottles must be confiscated.
- Bottles of wine or spirits are not allowed on dinner tables or in self-serve tubs at any time.
- No guests under the age of 21 may consume alcohol, in accordance with Arkansas law.
- Bartenders must card anyone who appears to be under the age of 35
- Cash bars are not permitted unless proper licensing is obtained through the Arkansas Beverage Control (ABC).
- Vendors working the event — including bartenders, caterers, and setup crew — are not permitted to consume alcohol during setup, the event, or strike.
- Bartenders must inform the site manager and coordinator of any refusal of service.
- If a bartender is not present, alcohol must be secured in a locked storage area or vehicle.
- No alcohol service after 1 am.
- **Like caterers, bartenders must clean up their work space** at the end of service. A checklist will be provided by the Site Manager and signed off by both parties at the end of the night. The Site manager can provide cleaning supplies.

**Site Manager Authority**

The Ravington site manager has the right to suspend or terminate alcohol service at any time if it appears to be causing a disturbance, violating Arkansas laws, or endangering guests, vendors, or property.

SECTION 5

Building Rules

Smoking, Vaping & Fog Machines

The Ravington has a strict no-smoking and no-vaping policy indoors or outside the back doors. These rules apply to all guests, vendors, and staff:

- Smoking and vaping are permitted only in the Courtyard.
- No smoking or vaping is allowed inside the building or outside the back exit doors under any circumstances.
- Fog machines and all similar devices are strictly prohibited inside and outside the building.



Fire Alarm & Sprinkler Warning

Smoking, vaping, or use of fog machines inside or near the building (i.e. outside the back doors) risks activating the fire alarm and/or the sprinkler system.

If this occurs:

- The building will be fully evacuated until the Centerton Fire Department resolves the situation.
- The Lessee will be responsible for all damages, fines, and expenses incurred.
- A minimum charge of \$500 applies, in addition to any other costs.

Candles

Candles are permitted subject to the following requirements:

- All candles must be fully contained in glass or non-flammable containers.
- The flame must sit below the top edge of the container at all times.
- Floating candles, open pillar candles, and tapers without containers are not permitted.

Décor & Wall Policy

The use of nails, tacks, screws, duct tape, command strips, or any adhesive on interior or exterior surfaces is strictly prohibited.

- Each nail or screw hole will be charged at \$25 per hole, billed to the Lessee.
- Lessee is responsible for all damage caused by decorations or décor application methods.
- Safe alternatives include freestanding structures, draping systems, and weighted bases. Please ask our team if you need guidance.

Temperature & Climate

The Ravington is fully heated and cooled with four HVAC units. However, due to the scale of the space — 20-foot ceilings and a large open floor plan — please have realistic expectations during periods of extreme heat (above 90°F) or cold (below 30°F).

During setup, frequent door openings significantly reduce HVAC effectiveness. To maintain comfortable temperatures:

- Designate a single entry point for load-in and close doors promptly after each use.

Communicate this to all vendors in advance so they can plan their load-in accordingly.

Furniture & Floors

To protect The Ravington's historic floors and furniture, no items may be dragged across any surface. All furniture and equipment must be carried or moved on wheeled dollies. This applies to all vendors, staff, and guests.

Sprinkler System

Fire sprinkler lines are located overhead in both upstairs areas and are easily accessible. Lessees must ensure that no weight is placed on them — including hanging dresses, draping, or décor. The Lessee is responsible for any damage to the sprinkler system caused by a guest or vendor during the rental period.

Glitter, Confetti, Silly String & Rose Petals

- Loose glitter (not adhered to a surface) is strictly prohibited as decoration. It embeds permanently in the floors and cannot be removed.
- Only large flutter confetti (tissue paper style) is permitted, and only indoors. No confetti of any type is allowed in the Courtyard. NOTE: if you are using flutter-fetti, your walk away company will charge more for cleanup and you must disclose this to them.
- Rice and small confetti of any material are not allowed anywhere on the property.
- Silly string is prohibited both inside and outside the venue.
- Colored rose petals are not allowed in the Courtyard as they stain the white pavement when stepped on. Only faux rose petals or real white rose petals may be used outdoors.

Sparklers & Fireworks

Sparklers are permitted under the following conditions only:

- Sparklers may only be used in the Courtyard — never inside the building.
- A minimum of 2 disposal buckets filled with sand must be available and passed around to collect extinguished sparklers.
- Disposal buckets must be emptied directly into the dumpster at the end of the event.

All other fireworks are prohibited unless conducted by a licensed professional pyrotechnics company with proper permits from the Centerton Fire Department.

Amplified Music

Amplified music in the Courtyard is permitted only until 10:00 PM, after which only low-level background music without bass is allowed. Music volume is at the site manager's discretion at all times.

Noisemakers

No noisemakers of any kind — including horns, whistles, or party blowers — may be used outdoors during sendoffs or any other portion of the event. Indoor use of noisemakers is at the site manager's discretion.

Animals

No animals are permitted on the property with the exception of certified service animals. Written permission must be obtained from The Ravington management prior to the event for any exceptions to this policy. Pets under the supervision of a dedicated pet sitter may be considered for ceremonial duties or photography in the main ballroom with prior written approval.

Children

The Ravington is not childproofed — outlets are not covered, and furniture is not anchored to walls. We strongly recommend hiring a professional babysitter for any event with toddlers through age 10 in attendance.

- Children are not permitted in the upstairs areas of the venue.
- The only exception is a fully dressed flower girl, accompanied by a supervising adult, in the Bridal Suite immediately before the ceremony.

SECTION 7

Fee Schedule & Legal Provisions

Fee Reference Table

The following fees may be assessed in addition to your base rental rate. All fees are billed to the Lessee and due within 10 days of receipt of an itemized statement.

Situation	Fee
REQUIRED	
Cleaning fee — Hourly and Light Impact Event	\$75 – \$200
OR Cleaning fee — Full-Day and High Impact Event	\$200 – \$300
Event Insurance	Variable
ADDITIONAL FEES	
Door Flip (default is turquoise, flip to white)	\$200
Early setup (day before, if available)	\$150/hr, 2-hr minimum
Late final payment	\$20 per day late
Exceeding rental period past 1:00 AM	\$150 per hour
Exceeding wedding rehearsal time	\$150 per hour
Fire alarm/sprinkler activation from smoking, vaping, or fog machines	\$500 minimum + all damages
Each nail or screw hole in walls or surfaces	\$25 per hole
Damages to antiques, furniture, or sprinkler system	Itemized bill, due within 10 days

Damages & Additional Expenses

The Ravington contains many one-of-a-kind antique items and historic architectural features. The Lessee assumes full responsibility for any damage caused by guests or vendors during the rental period.

- An itemized bill will be provided for all damages or additional expenses.
- Payment is due within 10 days of receipt of the itemized bill.
- Damage to the sprinkler system, walls, floors, antiques, or any other venue property will be assessed at full replacement or restoration cost.

Acts of God

The Ravington is not responsible for problems, delays, or cancellations caused by weather, natural disasters, or other acts of God. In such circumstances, we will make every effort to reschedule your event based on availability. No refunds are guaranteed for force majeure events.

Indemnity & Hold Harmless

By signing a rental contract with The Ravington, the Lessee agrees to hold The Ravington LLC, its owners, and any of their agents harmless and indemnified at all times against any loss, cost, expense, or liability — including attorney's fees — resulting from any use of the premises or equipment, or any act or omission in, upon, or about the premises.

If any person brings an action against the Lessee in which The Ravington LLC or its agents are named as parties, the Lessee agrees to indemnify and hold The Ravington harmless from all liabilities, including reasonable attorney's fees and all costs incurred.

Severability

If any provision of these policies or any rental contract is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

QUICK REFERENCE

Day-of-Use Policies At a Glance

A summary of the most commonly referenced policies for day-of-use. Full details for each item are in the relevant section of the full Venue Policies document.

What's Allowed ✓

- Outside caterers — must carry liability insurance and follow health codes
- Live music, bands, and amplified sound (outdoors until 10 pm, indoors until your event ends)
- Sparklers — in the Courtyard only, with sand disposal buckets
- Large flutter confetti (tissue paper) — indoors only
- Faux rose petals outdoors, real white rose petals outdoors only
- Candles — fully contained in glass or non-flammable containers
- Smoking and vaping — in the Courtyard only
- Service animals or pets with written permission and a dedicated pet sitter
- Food trucks parked on the back half of the courtyard

What's Not Allowed ✕

- Outside alcohol — All alcohol service must be arranged through Les Key
- Smoking or vaping inside the building or outside the back doors
- Fog machines anywhere on the property
- Loose glitter as decoration
- Small confetti, rice, or silly string anywhere on the property
- Colored rose petals outdoors (they stain pavement)
- Animals other than service animals (without written permission)
- Self-serve alcohol on tables or in tubs
- Nails, tacks, screws, or adhesives on any surface
- Weight on fire sprinkler lines
- Dragging furniture or equipment across floors
- Amplified music in the Courtyard after 10:00 PM
- Noisemakers outdoors
- Children in upstairs areas (except dressed flower girl in Bridal Suite)

These policies are subject to change. The current version is always available at theravington.com/policies.

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