

Renting the Bistro at the University of Arkansas at Pine Bluff Business Support Incubator

1. Rental Inquiry and Application

- Interested renters may view availability [here](#) and must submit a [rental inquiry](#).
- Renters should complete a rental application, including details of the event (date, time, purpose, expected number of attendees, and specific setup needs).

2. Review and Approval

- UAPB staff will review the application for alignment with university policies on facility use.
- Once approved, the renter will receive a confirmation email, outlining terms, fees, and any additional requirements.

3. Food Service Requirements

- Aramark Educational Services, LLC is the preferred food provider for all events at the Bistro. Renters must contact [Aramark](#) first to arrange food service.
- If Aramark is unavailable to fulfill the catering needs, renters may request a Food Waiver to use an external food provider.

4. Food Waiver Process (if applicable)

- To request a waiver, the renter must complete the [UAPB Food Waiver Form](#).
- The waiver form requires the renter to provide event details, the name of the outside food provider, and a signed release agreement.
- Submit the completed waiver form for approval to UAPB's Vice Chancellor – Finance & Administration. Approval of the waiver must be granted before any external food service is used.

5. Rental Agreement and Payment

- Once all documentation, including the food waiver (if applicable), is approved, the renter will receive a rental agreement to sign.
- Payment is required as outlined in the rental agreement. All fees must be submitted by the due date specified to confirm the reservation.
- The date is not confirmed until payment is made

6. Event Coordination

- UAPB staff will work with the renter to finalize details regarding access, setup, and any additional requests.
- The renter will be provided with guidelines for event conduct, security, and cleanup responsibilities as per university policies.

7. Post-Event Procedures

- Renters are responsible for ensuring the Bistro is left in the condition outlined in the rental agreement.
- Any additional cleaning or repair costs due to the event will be billed to the renter.