

**RENTAL AGREEMENT FOR FORESTRY BUILDING**

TODAY'S DATE \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

PURPOSE/TYPE EVENT \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_

WILL ALCOHOL BE SERVED OR BYOB \_\_\_\_\_ YES \_\_\_\_\_ NO (INITIAL BY RENTER)

(IF YES, AUTOMATICALLY REQUIRES HIRED SECURITY PRESENT. SPECIAL EVENT INSURANCE POLICY IN AMOUNT OF \$1,000,000 SINGLE LIMIT LIABILITY WITH THE CITY OF MINDEN AS ADDITIONAL INSURED IS REQUIRED AT ALL EVENTS) \*NO ADMISSION CHARGE CAN BE ASSESSED WITH OR WITHOUT LIQUOR.

TIME FUNCTION WILL BEGIN \_\_\_\_\_ TIME FUNCTION WILL END \_\_\_\_\_

NAME OF RENTER/ORGANIZATION \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

ADDRESS OF RENTER \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP COCE \_\_\_\_\_

TEL HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

**RENTAL RATES:**

BLDG. RENT \$150.00 \_\_\_\_\_

P/U KEY AT 3PM DAY BEFORE OR FRIDAY AT 3PM

DEPOSIT\*\* \$300.00 \* \_\_\_\_\_

TOTAL RENTAL AND DEPOSIT DUE \$ \_\_\_\_\_

PAYMENT MADE AT SIGNING. MINIMUM OF SECURITY DEPOSIT \$ \_\_\_\_\_

RENTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED SIGNATURE \_\_\_\_\_ KEY # \_\_\_\_\_

FACILITIES DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**AUDITORIUM SEATING CAPACITY:**

<b>FORESTRY BLDG:</b>	<b>CHAIRS ONLY</b>	<b>350</b>
<b>TABLES &amp; CHAIRS</b>		<b>200</b>

**RESERVATIONS** – Only accepted by individuals 21 years of age and older, in person, at City Hall, 520 Broadway, Minden, LA 71055, between the hours of 8 am – 4 pm, Monday through Friday, excluding holidays. You must have a valid state issued photo I.D. with you at the time of booking.

**PAYMENT OF FEES** – The entire deposit must be paid up front to secure the requested available date, with remaining fees due one month prior to event. **NO REFUNDS** will be made after this time. The building should be returned to the same condition before rental by responsible party, including putting up tables and chairs. **ALL TRASH** should be removed from the building and placed in outdoor dumpster. Fees will be assessed for any extra cleanup conducted by City Hall Crews, up to and including complete forfeiture of deposit.

**\*\*NO DEPOSITS** will be returned until a walk through is conducted by Facilities Dept. Personnel. If rental is cancelled less than (1) month prior to date, the deposit is retained. Return deposits may take up to 10 business days after walk through and will be in the form of a check mailed to the Responsible Party on file.

**INSURANCE COVERAGE** – Certificate of insurance in the amount of \$1,000,000 single limit liability with the City of Minden as additional insured is required for all events serving liquor and may also be required for some events as determined by the Facilities Director. A copy of the certificate of insurance must be presented to the Facilities Director two weeks prior to the event. (Can purchase online at [www.theeventhelper.com](http://www.theeventhelper.com) or call toll free at (855) 493-8318.

**SECURITY** – Birthday parties; Wedding Receptions; Class Reunions and Family Reunions; and **all functions that will have liquor present** and/or there are 100 or more attendees require at least 2 or more security officers to be present. School dances and functions must supply 1 CHAPERONE PER EACH 25 ATTENDEES. The RENTER is responsible for PAYING the OFF-DUTY SECURITY OFFICER separately on the day of the event. Facility Director will make those arrangements 1 month in advance.

**SECURITY OFFICERS TO BE USED FROM:** MINDEN POLICE DEPT; WEB. PAR. SHERIFF'S OFF; DEPUTY RESERVE CONTACT.

School dances and functions must supply 1 chaperone per each 25 attendees.

**KITCHEN USE** – Comes with rental of building and clean-up is the responsibility of the User and their catering service. If not cleaned to specifications of the Management, part or all of the deposit will be retained.

**BASIC RENTAL FEE** – Includes chairs and tables which will be setup and taken down by the renter.

**NO ADMISSION FEE** can be charged at events held at the Forestry Building. **RENTER INITIAL**\_\_\_\_\_

**CURFEW** – Any and all events must end by 12 PM. This means ending your event early enough to allow for audience exit out of building, caterer clean up, and decorations to be taken down.

**ADDITIONAL COVENANTS** – The Center has a smoke-free environment policy that is enforced in all areas of the building. THIS INCLUDES ALL FORMS OF TOBACCO AND VAPING DEVICES. If your function has been approved for alcohol, then **no alcohol consumption is allowed in parking lots or outside of the building rented**. Disregard for this is automatic loss of deposit.

**ANIMALS** – No animals are permitted in the Center. Proper certification must be submitted to the Facilities Director prior to the start of the event if an animal is required for health reasons.

**POSTERS, BANNERS, SIGNS** – Nails, staples, glue, and tape are strictly prohibited on the walls and floors of the building for hanging of posters, banners, signs, etc. Spray paint is not to be used inside the building or on sidewalks outside of building.

**GLITTER** – Glitter is not allowed in ANY PART OF THE BUILDING. Flammable decorations are not allowed. Lit candles are not allowed unless in glass holder. Failure to follow these rules will result in loss of deposit.

**RIGHT TO REFUSE** – Center shall have the right to refuse space/event booking to any person or prospective Client who is in default of or will not honor all the rules, regulations, terms, and/or conditions stated in this agreement. The Facilities Director retains the right to not re-book an event or to refuse an event based on previous history at this facility.

For FORESTRY BUILDING:

By \_\_\_\_\_

FACILITIES DIRECTOR

CITY OF MINDEN

For CLIENT: Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

By \_\_\_\_\_

Print \_\_\_\_\_

Type Function \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_