

# RENTAL RULES

1. No decorations may be hung from the ceiling.
2. No hot glue or tape of any kind may be used on the walls. Use sticky tack only.
3. No birdseed or rice is allowed in the building. Birdseed may be used outside.
4. No hay may be used for decorating.
5. Everything brought into the building for the rental must be removed that same day.
6. D.J's or Bands- No fog machines allowed. They will set off the fire alarm
7. No Glitter allowed.
8. No heaters, hot dogs machines, popcorn machines, or large heating items allowed they will trip the breakers.
9. All trash is to be removed from building and put into dumpsters on side of building.
10. All tables are to be cleaned off and wiped down.

You may be allowed to come in and decorate the night before you event, providing there is nothing scheduled going on. The times available for set up will need to be approved through the park foreman.

Security Personal: means anyone with authority to arrest people here at the park. The renter must have security personnel if the renter is having an event for ages 13 and up.

The Livingston Parish Sheriff's Dept 225-686-2241, State Police and the Marshall's Office would have arresting authority here at the park.

To insure you receive your full deposit back, please remember the state of the building when you arrived and try to leave it that way when your event is over.

We appreciate you considering Pards for your event. Please let us know if we can help you in anyway.

## Deposit - \$50.00

This deposit is to hold the date of your event and will be given back to you 2-3 business days after your event, as long as there is no damage and the building is left as you found it. If the event is cancelled PARDS will keep the deposit. If the event occurs, the booking fee is applied to the rental rate.

Room Rates:	Resident	Non-Resident	Non-Profit Resident	Non-Profit Non-Resident
Community Center	\$200.00	\$300.00	\$100.00	\$150.00
Gym	\$500.00	\$750.00	\$250.00	\$375.00

## Non-Profit Rates:

All non-profit groups must present a valid federal tax identification number to receive the non-profit rate.

## Daytime Rates:

Day time rates are the same as non-profit rates. The daytime rate applies to rentals that occur in the community center between the hours of 8:00a.m. - 5:00p.m.

## Security:

PARDS reserves the right to require groups to provide security personnel for any event. The security personnel must be approved by the park foreman, and is required for all aged parties.

## Additional Fees:

Add on:	Resident	Non-Resident
Kitchen	\$25.00	\$75.00

## Additional Information:

Alcohol is not allowed at this facility.  
The contract must be filled out and returned with the appropriate payment to the North Park Recreation Center.

## Additional Equipment:

The following equipment is available for use at no charge. Any damage done to the equipment will be at the responsibility of the renter

8' RECTANGULAR TABLES	23
CORDLESS MICROPHONE	1
CORDED MICROPHONE	1
6' PODIUM WITH LECTERN	1
METAL FOLDING CHAIRS	216
ROUND TABLES	16

# L.M. LOCKHART RENTAL INFO. SHEET

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Event Type: \_\_\_\_\_

Number of People: \_\_\_\_\_ Security:  Yes  No

Rooms Rented: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Deposit:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Balance: \_\_\_\_\_ Receipt: \_\_\_\_\_ Check #: \_\_\_\_\_

Pick Up:  Mail:  Date: \_\_\_\_\_

Payment 1:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Balance: \_\_\_\_\_ Receipt: \_\_\_\_\_ Check #: \_\_\_\_\_

Payment 2:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Balance: \_\_\_\_\_ Receipt: \_\_\_\_\_ Check #: \_\_\_\_\_

## Room Set Up

Check If Needed:

8' RECTANGULAR TABLES: \_\_\_\_\_

12' RECTANGULAR TABLES: \_\_\_\_\_

72" ROUND TABLES: \_\_\_\_\_

72" OVAL TABLES: \_\_\_\_\_

METAL FOLDING CHAIRS: \_\_\_\_\_

TV/VCR: \_\_\_\_\_

PROJECTOR SCREEN: \_\_\_\_\_

MICROPHONES: \_\_\_\_\_

BLEACHERS OUT/IN: \_\_\_\_\_

TABLE TOP PODIUM: \_\_\_\_\_

TAPE PLAYER: \_\_\_\_\_

OVERHEAD PROJECTOR: \_\_\_\_\_

SLIDE PROJECTOR: \_\_\_\_\_

5' SCREEN: \_\_\_\_\_

12' SCREEN: \_\_\_\_\_

## L.M. LOCKHART RULES AGREEMENT

1. If security is required for your event, the renter acknowledges that it is a separate fee and is contracted through LPSO. Birthday parties starting at thirteen and older will require security.
2. No alcohol is allowed on the grounds.
3. In order to receive your deposit back please leave the facility (trash taken to the dumpsters and tables wiped down) and no damage done. If alcoholic containers are found on the grounds the deposit will not be refunded.
4. Payments:
  - a. If paying by check or money order your full rental amount must be paid two weeks prior to the event.
  - b. If paying by debit or credit card your full rental amount must be paid one week prior to the event.

I, the renter, hereby acknowledge these rules.

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Renter Signature

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Date