

**Anthony "Tony" Dugas Recreation Center
Rental Contract**

By: Recreation District #3
Livingston Parish – Owner

Parish of Livingston

To: _____

State of Louisiana

(1)

Recreation District #3 of Livingston Parish, Hereinafter called "Owner" hereby rents to _____

hereinafter called "Renter", the following described premises:

(2)

The rental period shall be for the following date(s), _____
Set-up for events will begin no earlier than 7:00 am the day of the event. Events must end by 12:00 am. The building will be opened at the time requested by the Renter. The building will be closed at the time requested by the Renter no later than 12:00 am. The Renter is responsible for having personnel on the premises the entire time the building is open.

(3)

The rental amount for the use of the premises shall be: _____
Said rental shall be paid as follows: Booking fee of \$100 at the time of execution of this Rental Agreement. The balance is to be paid prior to the rental period. If paid within thirty days of the event, the balance is to be paid with a cashiers check or money order.

(4)

Cancellation: Should the Renter desire to cancel the rental agreement, the Renter shall be entitled to a refund of monies paid with the exception of the booking fee.

(5)

The Renter, in addition to the prepaid rental amount, must pay the sum of \$200 as a damage deposit. This deposit will be returned to the renter within three (3) days after the rental period is over if no damage is done during the rental period. However, if the premises are damaged during the rental period and if the deposit does not cover the repair of the damages, then the Renter agrees to compensate the Owner for any and all additional expenses in making such repairs. The Renter must be out of the building by the specified time or forfeit the damage deposit.

(6)

The Owner shall be responsible for providing the Renter with a clean premises. The Renter will be responsible for the general clean-up. Anything brought into the building must be removed prior to leaving the building. The Renter will be responsible for bagging all loose trash (plates, cups, bottles, etc.). The Renter shall be responsible for cleaning the floors of decorations and debris. The Owner will be responsible for removal of bags and the rest of the clean-up process.

(7)

The Renter must furnish security for the premises and/or parking area as required by the Owner if there is a "special event" or is alcohol is served. "Special events" would include but would not be limited to concerts and sporting events.

There must be at least one security personnel for every 200 people attending the event. The security personnel must be approved by the Owner. The security required for the rental period is as follows:

(8)

CONTRACTUAL INDEMNIFICATION PROVISION

To the fullest extent permitted by Laws and Regulations, Renter shall indemnify, defend and hold harmless Owner and their consultants, agent and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court and architects, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the applicable performance, construction, installation, and/or maintenance provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

(9)

ASSIGNABILITY: The Renter shall not make a sublease nor any assignment of this rental agreement in whole or in part, without the prior written consent of the Owner.

Thus done, read and signed on this _____ day of _____ 20 _____.

By: _____
Owner

Renter

Anthony "Tony" Dugas Recreation Center Rental Rates – 2012

Booking Fee - \$100

If the event is cancelled PARDS will keep the booking fee. If the event occurs the booking fee is applied to the rental rate.

Rooms C,D and E Rates - Each room will hold approximately 50 people.

Rooms C,D,E C,D & E Rates	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit Resident</u>	<u>Non-Profit Non-Resident</u>
1 Room 26'X32'	\$225	\$340	\$125	\$190
2 Rooms 26'X64'	\$275	\$415	\$150	\$225
3 Rooms 26'X96'	\$325	\$490	\$175	\$265

Non-Profit Rates

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

Daytime Rates

Daytime rates are the same as the non-profit rate. The daytime rate applies to rentals that occur in rooms C,D and E and occurring between the hours of 8:00 am - 5:00 pm.

Auditorium Rates

The auditorium will seat approximately 1,060 people in the bleachers and 800 theatre style on the floor.

Auditorium Rates	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit Resident</u>	<u>Non-Profit Non-Resident</u>
	\$625	\$940	\$325	\$490

Additional Fees

	<u>Resident</u>	<u>Non-Resident</u>	
Damage Deposit	\$200	\$200	
Kitchen	\$50	\$75	PARDS does not provide pans or utensils.
Set-up (auditorium)	\$150	\$225	Waived if the group sets up themselves.
Electrical Cords	\$50	\$75	Available in the auditorium only.

Security

PARDS reserves the right to require groups to provide Security personnel for any event. Security personnel must be provided if alcohol is served. There must be at least one security personnel for every 200 people in attendance. The security personnel must be approved by PARDS.

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

12' Rectangular tables	50	5' Projector screen	12' Projector screen
72" Round tables	29	Cordless microphone	Corded microphone
60" X 72" Oval tables	10	6' Rectangular tables	3
8' Rectangular tables	3	Metal folding chairs	650
			Podium with lectern

Anthony "Tony" Dugas Recreation Center

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.

ANTHONY "TONY" DUGAS
RENTAL INFORMATION SHEET

Name: _____

Phone #: (H) _____ (W) _____ (C) _____

Date of Rental: _____ Type of Event: _____

Attendance: _____ Security Required: YES NO

Rooms Rented: _____

Time In: _____ Time Out: _____ Fee: _____

DEPOSIT: Date: _____ Amount: _____ Balance: _____ Receipt #: _____ Check #: _____

PAYMENT: Date: _____ Amount: _____ Balance: _____ Receipt #: _____ Check #: _____

PAYMENT: Date: _____ Amount: _____ Balance: _____ Receipt #: _____ Check #: _____

ROOM SET-UP (DIAGRAM)

Number of chairs: _____ Number of 8' tables: _____ Number of 12' tables: _____

Number of 72" round tables: _____ Number of 72" Oval tables: _____

Please check any of the following items that are needed.

_____	Microphone	_____	Bleachers pulled out
_____	Table Top Podium	_____	Free Standing Podium
_____	Projector screen	_____	TV/VCR

Please draw a diagram of the room set-up below.

PARDS – ANTHONY “TONY” DUGAS RECREATION CENTER
MESSAGE BOARD AGREEMENT

Name: _____

Phone #: (H) _____ (W) _____ (C) _____

Dates to run message: _____

Please print your message below.

There are 20 spaces across and 4 rows available.

If the message is to be centered on the board make sure to center it on the form.

Date Paid: _____ Check #: _____ Receipt #: _____

Price \$10 per day

This form must be submitted no later than two (2) days prior to the date you want the message posted. For weekend events this form must be submitted no later than Thursday prior to the event.