

ANTHONY "TONY" DUGAS RECREATION CENTER RENTAL RATES

DEPOSIT- \$200.00

This deposit is to hold the date of your event and will be given back to you 2 to 3 business days after your event; so long as there is no damage is done and the building is left in the shape you found it. Please see the cancellation and rescheduling policy on the Rental Contract for more information.

ROOM C,D&E:

Each room will hold approximately 50 people (25 if sitting).

C,D&E RATES:	RESIDENT	NON-RESIDENT	NON-PROFIT RESIDENT	NON-PROFIT NON-RESIDENT
1 ROOM 26' X 32'	\$225.00	\$340.00	\$125.00	\$190.00
2 ROOMS 26' X 64'	\$275.00	\$415.00	\$150.00	\$225.00
3 ROOMS 26' X 96'	\$325.00	\$490.00	\$175.00	\$265.00

NON-PROFIT RATES:

All non-profit groups must present a valid 501-C or 990 form to receive the non-profit rate.

DAY-TIME RATES:

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

AUDITORIUM RATES:

The Auditorium will seat approximately 1,200 people in the bleachers and 500 theater style.

GYM RATES:	RESIDENT	NON-RESIDENT	NON-PROFIT RESIDENT	NON-PROFIT NON-RESIDENT
GYM RATES:	\$625.00	\$940.00	\$325.00	\$490.00

ADDITIONAL RATES:

PARDS does not provide pans and utensils. Set up fee waived if the group sets up themselves.

ADDITIONAL FEES:	RESIDENT	NON-RESIDENT
KITCHEN	\$50.00	\$75.00
SET-UP (AUDITORIUM)	\$150.00	\$225.00
ELECTRICAL CORD	\$50.00	\$75.00
ALCOHOL FEE <small>Only if being sold</small>	\$750.00	\$750.00
CLEAN UP FEE	\$150.00	\$225.00

ADDITIONAL 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	35
72" ROUND TABLES	28
60"X 70" OVAL TABLES	10
6' RECTANGULAR TABLES	1
8' RECTANGULAR TABLES	3
SERVING TABLES	3
METAL FOLDING CHAIRS	285
PODIUM WITH LECTERN	1
12' PROJECTOR SCREEN	1
CORDLESS MICROPHONE	1
STAGE EXTENSIONS (6X8FT) & (2FT TALL)	8
CHOIR STANDS	8

SECURITY:

PARDS reserves the right to require groups 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, and stay for the duration of the event.

ANTHONY "TONY" DUGAS RECREATION CENTER RENTAL INFORMATION SHEET

Name: _____

Address: _____

Phone Number: _____

Date of Rental: _____ Type of Event: _____

Number of People: _____ Security: Yes No Officer Name: _____

Sign: Yes No Officer Number: _____

Rooms Rented: _____

Time In: _____ Time Out: _____

Deposit:

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

Mail Refund: Yes No Date Mailed: _____

Payment 1:

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

Payment 2:

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

ROOM SET UP

Mark Amount Needed

METAL FOLDING CHAIRS _____	6' RECTANGULAR TABLES _____	CHOIR STANDS _____
12' RECTANGULAR TABLES _____	8' RECTANGULAR TABLES _____	12' PROJECTOR SCREEN _____
72" ROUND TABLES _____	SERVING TABLES _____	12' PROJECTOR SCREEN _____
60"X 70" OVAL TABLES _____	STAGE EXTENSIONS (6X8FT) & (2FT TALL) _____	CORDLESS MICROPHONE _____
	PODIUM WITH LECTERN _____	

Additional Notes:

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 be no earlier than 7:00am the day of the event. Events must end by 12:00am this includes all cleanup. The building will be open at the time requested by Renter no later than 12:00am. 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: \$200.00 Damage Deposit at the time of Rental Agreement. The balance is to be paid prior to the rental period. If paid by check it has to be paid within fourteen business days of the event; if not the balance needs to be paid seven business days before the event with a cashier's check, money order, Visa or Mastercard.

(4)

Cancellation & Rescheduling: Should the Renter desire to cancel the rental agreement, the Renter shall be entitled to refund of monies paid with the exception of the damage deposit. The owner shall keep fifty percent of the damage deposit paid. Cancellations must be done prior to the payment deadlines stated on the Rules Agreement form, if not PARDS reserves the right to keep 50% of the damage deposit. If the Renter desires to reschedule their rental agreement, it must be done no later than two weeks prior to the event. The Renter will be entitled to moving their damage deposit to another available date within the same year of the event with appropriate notice to the Owner. If appropriate notice is not given, PARDS has the right to keep 50% of the damage deposit.

(5)

The Renter, in addition to the prepaid amount, must pay the sum of \$200.00 as damage deposit. This deposit will be refunded within three business days following the rental period if no damage is done to the premises and the premises is found in the same condition prior to the rental period. However, if the premises is damaged and the damage deposit does not cover the amount the Renter agrees to compensate the Owner for any additional expenses in making such repairs. The renter must be out of the building by the specified time or forfeit the damage deposit.

ANTHONY "TONY" DUGAS RECREATION CENTER RENTAL CONTRACT

(6)

The Owner shall be responsible for providing the Renter with a clean premises. The Renter will be responsible for general cleanup. 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.)

(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 if 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 and stay for the entire duration of the event. Security is also required for all teenage parties. The security personnel must be approved by the Owner. The security required for the rental is as follows:

(8)

To the fullest extent permitted by Law 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 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 the use resulting there from 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 negligence of any such party.

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 _____ the day of _____ 20 _____.

By: _____
Owner

Renter

ANTHONY "TONY" DUGAS RECREATION CENTER MESSAGE BOARD

Name: _____

Phone: _____

Dates to run message: _____

The price is \$10.00 per day.

Please print your message below.

There are 20 spaces across and 4 rows available.

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

Date Paid: _____

Check #: _____

Receipt #: _____

This form must be submitted no later than two business days prior to the date you want the message posted. For weekend events this form must be submitted no later than Wednesday evening prior to the event.

ANTHONY "TONY" DUGAS RECREATION CENTER RULES AGREEMENT

1. If your event is during the week (Monday – Friday) you are allowed to begin setting up at 6:30pm or after the last child leaves daycare.

2. If your event is during the weekend but you have made arrangements to set up the Friday prior to your event, you are allowed to begin setting up at 6:30pm or after the last child leaves daycare.

3. If security is required for your event, the renter acknowledges that it is a separate fee and is contracted through LPSO. Security is to remain for the entire duration of the event.

4. In order to receive your deposit back please leave the facility clean (trash taken to the dumpsters and tables clean), chairs and tables returned to their appropriate storage area, and no damage done to the facility. Please see the cancellation and rescheduling policies on the Rental Contract.

5. Payments:
 - a. If paying by check or money order your full rental amount must be paid fourteen business days prior to the event.
Date: _____

 - b. If paying by Visa, Mastercard or Money Order your full rental amount must be paid seven business days prior to the event.
Date: _____

I, the renter, hereby acknowledge these rules by signing below.

Renter Signature

Date

ANTHONY "TONY" DUGAS RECREATION CENTER 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. If renter is using sound system, please call us several days in advance to schedule a time where Mr. Ronnie can show you about the system.
10. All trash is to be removed from building and put into dumpsters on side of building.
11. All tables are to be cleaned off and wiped down.

Security Personal: means anyone with authority to arrest people here at the park, since North Park is not within the city limits Denham Springs Police Department does not have arresting authority here in the park. The renter must have security personal if having alcohol at the event, an event with over 200 attendants or if the renter is having an event for a teenager. The security personnel must stay for the entire duration of the event. The Livingston Parish Sheriff's Department (225) 686-2241, State Police and the Marshal'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.