



L.M LOCKHART RENTAL RATES

Deposit: \$150.00

This deposit is to hold the date of your event and will be given back to you 3 business days after your event, as long as there is no damage and the building is left as you found it and no alcoholic containers found on the premise. If the event is cancelled PARDS will keep the full deposit.

Room Rates:	Resident	Non-Resident	Non-Profit Resident	Non-Profit Non-Resident
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Community Center	\$300.00	\$450.00	\$250.00	\$375.00
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Gym	\$600.00	\$900.00	\$500.00	\$750.00
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Residency Status:
Residency status is determined by Recreation Taxes by the tax accessor. To be within our district, you must pay recreation tax #3. Residency status will be verified using a state issued ID (Driver's License) and a current bill with the renters name and address on it. Failure to provide these documents will result in the out of district rate being applied to your rental.

Non-Profit Rates:

All non-profit groups must present a valid 501-C or 990 to receive the non-profit rate. If the event is to occur between the hours of 8:00am-5:00pm on Saturday or Sunday for renters who do not have a 501-C or 990, but wish to rent the Community Center during those hours, the non-profit rate will apply as well. The non-profit rate will not apply to the Gym rentals without valid documentation.

Security:

PARDS reserves the right to require groups to provide security personnel for any event. Any events reserved after 5pm are required to have security. Large events will need to have one security personnel per 100 people in attendance. The security personnel must be approved by the park foreman and stay for the entire duration of the event. Those with arresting authority at this facility is the DSPD, Livingston Parish Sheriff's Office, Marshal's Office and State Police. Security form needs to be returned to the front office by the final payment date. PARDS reserves the right to request security for any event. All Public Events and Special Events are required to have Security and Insurance for the Event.

Additional Fees:

Add on:	Resident	Non-Resident
Late Fee	\$100.00	\$150.00
Set Up Fee	\$150.00	\$225.00

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	28
6' PODIUM WITH LECTERN	1
FOLDING CHAIRS	284
ROUND TABLES	16

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.
In order to verify your residency status, you must provide a Driver's License and current bill matching the address on your state issued ID.
Community Center Fire Marshal Capacity: 179 people
Gymnasium Fire Marshal Capacity: 299 people



L.M. LOCKHART RENTAL RULES

1. No decorations may be hung from the ceiling.
2. No hot glue, thumb tacks, or tape of any kind may be used on the walls or polls. 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. If the rental period goes beyond 11:00pm, the renter will forfeit the deposit.
6. D.J's or Bands- No fog machines allowed. They will set off the fire alarm. If used your event shall be shut down by Fire Marshall Office.
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.
11. No alcohol is allowed at this facility.
12. No thumb tacks.
13. A representative of your event must remain on site for the entire duration of your reservation.
14. **Special Events or Public Events are required to have insurance for the Event. Pards reserves the right to request insurance on any rental that PARDS deems necessary.**
15. **Gym and Community Center is rented "AS IS , WHERE IS"**

You may be allowed to come in and decorate the night before your event, provided there is nothing scheduled going on, and you have paid the set-up fee. The times available for set up will need to be approved through the administration office. Arrangements need to be set at the final payment due date listed on the Rental Agreement form.

Security Personal: Means anyone with authority to arrest people here at the park. The renter must have security personnel for large events, Special Events and Public Events, but PARDS reserves the right to request security for any event. Those with arresting authority here at the park are Livingston Parish Sheriff's Office (225) 686-2241 ext. 508, the State Marshal's office (225) 665-8568 and the DSPD (225)665-5106..Security Personnel must stay the entire duration of event.

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.



L.M. LOCKHART

Renter Form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date of Rental: _____ Event Type: _____

Rooms Rented: _____ Security: Yes No

Day Rate: Yes No Officer Name: _____

Set up time: _____ Officer Number: _____

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 #: _____



L.M. LOCKHART

Rental Price Breakdown

Item Description	Price
Total:	\$

Office Use Only:

Added to calendar

Check request created

Account created on
Playmetrics

Added to weekly event list

Payment reminder email scheduled



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 Livingston Parish Sheriff's Office, State Marshal's Office or DSPD. Any events reserved for after 5pm require security but PARDS reserves the right to request security for any event. Security is required on all Public and Special Events. If security is required the security personnel must stay for the duration of the event, and one officer per 100 people.

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), chairs and tables returned to the appropriate storage area, and no damage done. If alcohol containers are found on the grounds the deposit will not be refunded. Please see cancellation and reschedule policy on the Rental Contract. The deposit will be refunded three business days after your event provided all the rental rules are followed. If the deposit refund check is not picked up within 5 business days after your event, it will be mailed to the address on file.

4. To set up for your event prior to your rental date, arrangements must be made through the Front Office and a set up fee no later than the final payment dates listed below. Rental in and out times on the day of your event must also be confirmed by the final payment dates listed below.

5. Payments:

The remaining balance of \$ _____ will be due upon the dates listed below. The completed security form is also due by these dates.

a. If paying by check your full rental amount must be paid fourteen business days prior to the event. If not paid by due date listed below, a late fee will be charged.

Due Date: _____

b. If paying by debit, credit card, or money order your full rental amount must be paid seven business days prior to the event. If not paid by due date listed below, a late fee will be charged. A 3% fee will be added to credit / debit card transaction.

Due Date: _____

6. If the renter has opted for the Day Rate, you hereby acknowledge that your event will be within the 8am-5pm timeframe. Events must end and be cleaned up before the end of the rental period at 5pm. If the event goes past 5:01pm the deposit will be held.

The rental amount must be paid by the dates listed above, if not PARDS reserves the right to keep the damage deposit. I, the renter, hereby acknowledge these rules.

Renter Signature _____

Date _____



L.M. LOCKHART RENTAL CONTRACT

By: Recreation District #3 of
Livingston Parish - Owner

Parish of Livingston
State of Louisiana

To: _____

(1)

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

Hereinafter called "Renter", the following described premises:

(2)

The rental period shall be for the following date(s): _____

(3)

The rental amount for the use of the premises shall be: _____ includes the \$150.00 deposit. Said rental shall be paid as follows: a deposit of \$150.00 at the time of execution of this Rental Agreement. The balance is to be paid prior to the rental period, within fourteen business days prior to event by check or seven business days prior to event by Visa, Mastercard, or money order. If not paid by the dates listed on the Rules Agreement form, a late fee will be deducted from the deposit. This deposit will be returned to the renter within three (3) business days after the rental period is over if no damage is done. 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 repairs. The Renter must be out of the building by the specified time or forfeit the damage deposit. Your deposit will not be refunded if alcohol is found on the premises. The rental amount must be paid by the dates listed on the Rule Agreement, if not PARDS reserves the right to keep the damage deposit and cancel the event. If the Deposit Refund check is not picked up within 5 business days of the event, the refund check will be mailed to the address on file.

(4)

Cancellation and Rescheduling: If the Renter desires to cancel or reschedule the event and move the monies paid moved to another date, a notice of 14 business days must be given and the date must remain in the same year as the original event. If cancellation or reschedule is not done 14 business days prior to your event, PARDS will retain 100% of the deposit.



L.M. LOCKHART RENTAL CONTRACT

(5)

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.) and bring trash to the dumpster on site. The Renter shall be responsible for cleaning the floors of decorations and debris. The Renter will be responsible for removal of bags and the rest of the clean-up process. Please see Rules Agreement and Rental Rules forms for more details.

ALCOHOL IS NOT ALLOWED AT THIS FACILITY.

(6)

The Renter must furnish security for the premises and/or parking area as required by the Owner for all Rentals unless approved by the Park Foreman. PARDS reserves the right to request security for all events. Security must stay for the duration of the entire event. One security office per 100 people is required. Security and insurance will be required for all Public and Special Events.

(7)

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.

(8)

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