



Anthony "Tony" Dugas Recreation Center Rental Rates

DEPOSIT- \$300.00

This deposit is to hold the date of your event and will be given back to you 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.

SIDE ROOM:

Will hold approximately 150 people (100 if sitting).

SIDE ROOM RATE:	RESIDENT	NON-RESIDENT	NON-PROFIT RESIDENT	NON-PROFIT NON-RESIDENT
ROOM SIZE 26' X 96'	\$425.00	\$640.00	\$325.00	\$500.00

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 the side room and occurring between the hours of 8:00am - 5:00pm on Saturdays and Sundays.

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:	\$850.00	\$1275.00	\$750.00	\$1125.00

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	\$100.00	\$150.00
SET-UP (AUDITORIUM)	\$250.00	\$375.00
AFTER HOURS FEE PER HOUR <small>Rentals going past midnight</small>	\$250.00	\$375.00
ALCOHOL FEE <small>Only if being sold</small>	\$750.00	\$750.00
CLEAN UP FEE <small>Side Room</small>	\$150.00	\$225.00
CLEAN UP FEE <small>Large events 200+ people</small>	\$350.00	\$525.00
LATE FEE	\$100.00	\$150.00
SET UP FEE <small>Friday before your rental</small>	\$200.00	\$300.00

RESIDENCY STATUS:

Residency status is determined by recreation taxes from the tax accessor. In order to be in-district you'll need to pay Recreation Tax #3. We verify your address with a State Issues ID (Driver's License) and a current bill with the renters name and address on it.

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	28
72" ROUND TABLES	25
60"X 70" OVAL TABLES	8
SERVING TABLES	3
METAL FOLDING CHAIRS	575

SECURITY:

PARDS reserves the right to require groups Security personnel for any event. Security personnel must be provided if alcohol is served and at all events booked past 5pm, Special Event or a Public Event. There must be at least one security personnel for every 100 people in attendance. The security personnel must be approved by PARDS, and stay for the duration of the event. The completed security form is due at final payment.



Anthony "Tony" Dugas Recreation Center Rental Rules

1. No decorations may be hung from the ceiling tiles.
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, but not rice.
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 12:00am The Renter will be charged the after hour fee per hour they are here.
6. **DJ'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 equipment, especially the tables, are to be cleaned before returning them.
11. For Renters interested in viewing the premises prior to their Rental Period, arrangements must be made with the front office. Renters may view the facility Monday - Friday 8:30am - 2:00pm. To view the facility after 7pm Monday - Thursday, arrangements must be made three business days in advance.
12. Scheduling a set up must be done by the payment dates listed on the Rules Agreement Form, a Set- up is required,
13. The Renter must be present for the entire rental period. Unless an authorized renter has been approved.
14. PARDS has the right to advertise any open to the public event on our social media sites such as Facebook, Web Page etc.
15. Gym / Side Rooms is rented 'AS IS, WHERE IS'.

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 100 attendants or if Renter is having a Public Event or Special Event. 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. Rental equipment will be cleaned checked back in at the end of your event.

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



Anthony "Tony" Dugas Recreation Center Renter Form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____ Type of Event: _____

Date of Rental: _____ Officer Name: _____

Number of People: _____ Officer Number: _____

Rooms Rented: _____ Security: Yes No

Time In: _____ Sign: Yes No

Time Out: _____ Set up: Yes No

Set Up Time: _____

Deposit:

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

Mail Refund: Yes No Refund Check #: _____ Date Mailed: _____

Payment 1:

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

Payment 2:

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

Additional Notes:



Anthony "Tony" Dugas Recreation Center Rental Contract

By: Recreation District #3
Livingston Parish - Owner

Parish of Livingston
State of Louisiana

To: _____

(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. For events going past 12:00am, an after hour fee per hour will be charged to The Renter. The building will be open at the time requested by Renter and 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: \$300.00 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. If not paid by these due dates stated on the Rules Agreement form, a late fee will be charged.

(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 deposit. Cancellations must be done 14 business days prior to the event, if not PARDS reserves the right to keep the deposit. If the Renter desires to reschedule their rental date, it must be done no later than 14 business days prior to the event. The Renter will be entitled to moving their 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 the deposit and cancel the event.

(5)

The Renter, in addition to the prepaid amount, must pay the sum of \$300.00 as deposit. This deposit will be refunded within three business days following the rental period if no damage is done to the premises, the event ends prior to 12:00am, the premises is found in the same condition prior to the rental period, and the rental rules are followed. The refund will be issued to the Renter who's name is on the contract, and the address listed on their I.D. However, if the premises is damaged and the 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 12:00am or forfeit the deposit. If the Renter request to stay after hour there will be a per hour charge. Refund checks will only be mailed to the address found on their I.D. if it is not picked up within five business days.



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.) and putting the trash in the dumpster on the grounds. If the building is not left in the original condition, the deposit may be withheld. If the cleanup fee is paid, PARDS will be responsible for cleanup.

(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 Public Event the event goes after 5pm, and if alcohol is served. "Special Events" or Public Events would include but would not be limited to concerts and sporting events. There must be at least one security personal for every 100 people attending the event and stay for the entire duration of the event. Security is also required for all teenage parties. The Renter agrees to return a completed security form by the payment due dates. The security personnel must be approved by the Owner. The Renter having a Special Event or a Public Event has to present insurance to PARDS for that event. 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 Rules Agreement

1. If your event is during the week (Monday – Friday) you are allowed to begin setting up at 7:00pm or after the last child leaves daycare.
2. If your event is during the weekend and you have paid the Set Up Fee, you are allowed to begin setting up at 7:00pm the Friday before your event 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 or The Marshall's Office, security is to remain for the entire duration of the event. One officer is required for every 100 persons. All Special Events or Public Events will be required to have Security for the event and will be required to have insurance to cover the event. PARDS reserves the right to request insurance on any rental that PARDS deems necessary.
4. In order to receive your deposit back please leave the facility clean (trash taken to the dumpsters and tables cleaned), chairs and tables returned to their appropriate storage area, no damage done to the facility, and the rental rules are followed. Please see the cancellation and rescheduling policies on the Rental Contract in order to receive your deposit back if this is needed.
5. Payments:
The remaining balance of \$_____ will be due upon the dates listed below. Set up times are to be arranged by the dates listed below if no other events are scheduled.

a. If paying by check your full rental amount must be paid fourteen business days prior to the event. A late fee will be applied if remaining balance is not paid for by the date listed below. A 3% fee will be added to credit/debt card transactions

Date: _____

b. If paying by Visa, MasterCard or Money Order your full rental amount must be paid seven business days prior to the event. A late fee will be applied if remaining balance is not paid for by the date listed below.

Date: _____

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

Renter Signature _____

Date: _____



Anthony "Tony" Dugas Recreation Center Public Event Agreement

PARDS has many social media advertisements such as Facebook, Web Page, etc. We like to post any event that is open to the public that take place at any of our facilities. We ask for your signature below to advertise your event.

PARDS requires any renter that is hosting a Public Event or Special Event to have insurance for that event. It must be presented to the Front Office a week before your rental date.

Music should not be able to be heard outside of the building or parking lot, events past 12:00am, on Friday and Saturday nights. Weeknight music should be at a low volume at 10:00pm. If music is found to be loud the Renters event will be shut down , with no deposit refund.

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

Renter Signature _____

Date: _____