

**RESERVATION & RENTAL AGREEMENT
 WM. H. SCOTT CIVIC CENTER
 1200 MAJOR PARKWAY
 P. O. Box 280
 New Roads, LA 70760
 Phone: (225) 638-5360 Ext. 401 or 202
 Fax: (225) 638-5368**

Date: _____

THE CITY OF NEW ROADS RESERVES THE RIGHT TO CANCEL ANY EVENT BECAUSE OF AN UNFORSEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE ADMINISTRATION TO BE IN THE BEST INTEREST OF THE CITY OF NEW ROADS AND/OR PARISH OF POINTE COUPEE. SUCH CANCELLED EVENTS WILL BE FULLY REFUNDED.

Rental Deposit: \$300.00 Rental Deposit for Meeting Room \$200.00

Key Deposit: \$25.00

Area Requested: ___ Auditorium ___ Meeting Room ___ Kitchen ___ Pavilion ___ All

Rental Fees:	Private	Non-Profit	Promotional
Auditorium (4350 sq. ft.)	\$550.00	\$450.00	\$600.00
Meeting Room	\$200.00	\$150.00	\$250.00
Kitchen	\$150.00	\$100.00	\$200.00
Entire Building	\$800.00	\$600.00	\$1000.00
Pavilion	\$ 50.00	\$ 50.00	\$ 50.00
Ice	\$ 25.00	\$ 25.00	\$ 50.00

Schools and Churches will be charged the non-profit rate.

MANDATORY BREAKDOWN AND CLEAN-UP FEE: 30% of Total Rental on the whole building. 20% for the meeting room.

Name: _____

Address: _____

City/State: _____

Phone: Home _____ Cell: _____

Purpose of Rental: _____

Date/Dates Requested: _____ Copy of 501C: ___ Yes ___ No

Signature: _____ Today's Date: _____

By my signature above, I admit to being fully responsible for all lost, stolen, or damaged property that may occur during the time I am renting the facility. I also admit to having received the facility use and fee policies form, and agree to read all the information on the form and abide. It has been clear to me that my security deposit and key deposit for \$325.00 will be returned (within fourteen working days) upon completion of inspection after my function/event considering I have provided with the rules and regulations.

RENTING OF THE WM. H. WM. H. SCOTT CIVIC CENTER

PROSPECTIVE LESSEE contacts the City of New Roads Information Center at 225-638-5360 ext. 401 to request an appointment with the event scheduler to book a reservation. The hours of operation for the Information Center is Monday to Friday, 8:00 a.m. to 4:30 p.m. No reservations will be taken by phone.

Upon meeting, the lessee will confirm a rental date, complete a rental agreement and pay a deposit of \$325.00 (rental plus key deposit). If the event is within ten (10) working days of the date of scheduling, the LESSEE is required to complete the rental agreement, pay the deposit, and the rental fee in full at the time of scheduling. The full lease amount is due and payable before 4:00 P.M. fourteen (14) days prior to the contracted date.

Payment shall be made to the City of New Roads. Acceptable forms of payment are cash, money order or cashier's check. **NO CHECKS ACCEPTED.**

Failure to pay the balance before 4:00 P.M. on _____ will be treated as a cancellation.

CANCELLATION POLICY

If you need to cancel an event, you must do so at least 60 days prior to your scheduled event in order to receive your full deposit. Otherwise, you forfeit your deposit. **NO EXCEPTIONS.** All refunds will be mailed within ten (10) business days unless other arrangements have been made.

THE STATE FIRE MARSHAL'S BUILDING CAPACITY IS 320 OCCUPANTS

By signing, I admit to being fully responsible for maintaining the required building capacity.

My signature below indicates that I agree to the above terms.

Signature

Date

NON-PROFIT

Any event that is booked as and by a non-profit organization must be noted as such at the time of scheduling. A copy of the 501(c) is required at the time of scheduling. All documents will be reviewed for approval by the administration at which point the proper discount will be granted to the non-profit organization. Schools, public or private, will be treated as non-profit organizations and are not required to provide a 501 (c). **Discounts do not apply to the rental deposit or clean-up fee.**

TIME RESTRICTIONS

The curfew for the Wm. H. Scott Civic center is 2:00 a.m. At this time, all activities must cease, lights extinguished, and building secured. Everyone must be off the premises, not leaving by 3:00 a.m. The police officers and/or civic center officials on duty will enforce this policy.

CONCESSIONS

Concession rights may be granted only under specifications as set by the City of New Roads. The LESSEE is responsible for obtaining all necessary permits for the sale of any alcoholic beverages, food products, or material goods through the City of New Roads and/or the State of Louisiana, where applicable.

Ice chests are not allowed in the main auditorium at any time. They may be placed in the meeting room, kitchen and/or concession area and placed against the wall.

The LESSEE AND/OR PARTICIPANT further agrees NOT to hold the City of New Roads or City Officials liable and shall indemnify them for any accident, injury, theft, etc. that may occur before, during, or immediately after said event.

I acknowledge that I have read and understand the policies listed on this page.

LESSEE _____ DATE _____

SECURITY

Security is required for all events consisting of live entertainment and/or alcoholic beverages to maintain order and protect the persons and property in attendance. Please contact the City of New Roads Police Department at 225-638-9808 for rates and scheduling at least 10 days prior to the event. Should you fail to abide by this requirement, you will forfeit your reservation and deposit. The Civic center Manager and/or other city officials reserve the right to make unannounced appearances at any time during a scheduled event. By signing this document, you have agreed to comply with the requirements as stated above.

SECURITY REQUIRED: _____ YES _____ NO

IF YES, TIME DOORS OPEN: _____ TIME DOORS CLOSE: _____

LESSEE SIGNATURE: _____

CIVIC CENTER MANAGER SIGNATURE _____

FEES AND DEPOSITS

LESSEE: _____ EVENT DATE: _____

TIME OPEN: _____ TIME CLOSED: _____

PA SYSTEM REQUIRED: ____ YES ____ NO

APPROXIMATE NO. OF ATTENDEES: _____ NON PROFIT ____ YES ____ NO

RENTAL FEES:

ALL _____ AUDITORIUM _____ MEETING ROOM _____

ICE _____ KITCHEN _____ PAVILLION _____

BREAKDOWN/CLEAN-UP FEE (20% or 30 % OF TOTAL RENTAL): _____

TOTAL RENTAL FEE: _____

(DUE _____: FOURTEEN (14) DAYS PRIOR TO CONTRACT DATE).

RENTAL DEPOSITS:

SECURITY DEPOSIT: \$300.00 KEY DEPOSIT: \$25.00

DEPOSIT PAID: _____ **(DUE AT CONTRACT SIGNING)**

Keys will be issued by 3:30 the last business day prior to event. If you reserve the center Monday through Friday during regular business hours, you will not require a key and will not be charged a key deposit. If the Civic center is reserved the day prior to your event, the keys will be issued the morning of your event. **ALL KEYS MUST BE TURNED IN NO LATER THAN 12:00 NOON THE FOLLOWING BUSINESS DAY. LOST or DAMAGED** keys will forfeit your key deposit. Should the renter or a representative receive the keys the day prior to their event, it will be for **SETUP PURPOSES ONLY**. Absolutely **NO** other activities are to take place. The Center Manager has the authority to close and/or cancel the function if participants do not comply with this policy or other rules indicated in the contract.

I agree to the above charges and policies.

LESSEE: _____ DATE: _____

SETUP/BREAKDOWN: Lessee is responsible for setup of any areas rented, including tables, chairs, decorations, etc. Breakdown of tables and chairs are included in the cleanup fee and is the responsibility of the City of New Roads. Setup time will be no sooner than 3:00 p.m. the day before providing no previously scheduled event is taking place. In the event there is a function scheduled the night before your event, you will obtain the key the following morning after inspection, clean-up, and inventory. The center will provide, at no additional cost to the lessee, use of the permanent stage, as well as 216 white chairs, 37/5' round tables, 30/8' rectangle tables, and 2/6' rectangular tables. We also provide use of the PA system at no additional charge.

EVENT TIME: The center will be closed to the public on the day of your rental and will only be open for the event time. All weekend events must cease at 1:00 a.m. Total time allotment for rental of the Civic center is ten (10) hours which includes set up and event time. _____

NO SMOKING: No smoking is allowed in the Wm. H. Scott Civic center. The **LESSEE** is responsible for informing all attendants at their function/activity of no smoking in any part of the Wm. H. Scott Civic center. The Center Manager has the authority to cease the function if participants do not comply with the no smoking policy or rules indicated in the contract. If this policy is violated, lessee will automatically forfeit their deposit. **(SMOKING OUTSIDE ONLY)**

PERISHABLES/DRINKS/ALCOHOL CANNOT be left at the center overnight; they must be brought in on the day of the function. The City **IS NOT** responsible for stolen objects. All personal property, rented equipment, and garbage must be removed from the premises. A dumpster, which is located in the rear of the building, is provided by the City. Glass containers of any kind are not allowed anywhere on the Civic center property.

ICE: The ice machine is located in the rear of the kitchen. If you have chosen the ice provision, the ice machine will be unlocked the day of your event.

FLOORS: When setting up, **DO NOT DRAG** tables, chairs, ice chest, decorations, etc. Extensive scratching of the floors may constitute damage for which the renter would be responsible. Failure to comply with this policy could result in forfeiture of your deposit. **NO TAPE/TAPING, COLORING OR GLUING ON THE FLOORS.** Extremely heavy equipment must be approved prior to entering the building. Absolutely **NO VEHICLES OF ANY TYPE ARE ALLOWED INSIDE THE BUILDING. EXCEPTION: MOTORIZED WHEELCHAIRS.**

WALLS: Absolutely **NOTHING** on the walls: **NO TAPING, GLUING, TACKING, OR COLORING OF ANY TYPE ON WALLS, CEILING OR STAGE.**

TABLE COVERING: Table covering must be used on ALL TABLES WHERE FOOD AND BEVERAGES WILL BE SERVED/CONSUMED. All tables **MUST** be double lined (covered with a plastic lining) **UNLESS** plastic cloths are being used alone (by order of the Louisiana Fire Marshall). Absolutely **NO** paper table covering will be used. If tables are stained or damaged due to food, drinks, etc., a cleaning and/or damage fee will be taken from your deposit. **AT NO TIME IS ANYONE ALLOWED TO STAND ON THE TABLES OR CHAIRS.**

DECORATIONS: Any use of dance wax, bird seeds, rice, bubbles or similar items are **PROHIBITED** from being used in the Wm. H. Scott Civic center or on the surrounding grounds, unless pre-approved by the Center Manager. The Center Manager must approve **ICE SCULPTURES** beforehand. Failure to comply with this policy could result in forfeiture of your deposit.

OPEN FLAMES: Absolutely **NO** open flames, flame producing devices, or any inflammable or combustible materials will be allowed inside of the Wm. H. Scott Civic center, this includes but is not limited to the following: torches, incense burners, and floating candles. If using floating candles, flames are not to be exposed. Pan warmers may be used if pre-approved by Center Manager. Pan warmer guidelines will be provided at contract signing and must be followed. Failure to comply with this policy could result in forfeiture of your deposit.

CENTER AREA: All items brought in by applicants must be removed immediately following the function. The Center Manager or the City of New Roads **WILL NOT** be responsible for lost or stolen items. **NOTHING** can be left overnight and removed the next day. **TRASH RECEPTACLES** are placed throughout the building; all trash must be removed from the parking lot, tables, floors, kitchen, and stage area. Trash bags must be removed from receptacles immediately following the function and placed in **LARGE DUMPSTERS LOCATED OUTSIDE NEAR THE BACK DOOR.**

KITCHEN: All items including but not limited to pots, pans, utensils, plates, food, beverages, etc., shall be removed from the kitchen immediately following the event. No food or beverages should be left in the refrigerator or freezers. If the deep fryer is used, oil must be removed and dumped in the grease bin located behind the Civic center. Failure to follow this policy could result in deposit forfeiture. Anything left in the refrigerator will be thrown out during cleanup.

LIQUOR/DRINKS: **ABSOLUTELY NO GLASS CONTAINERS.** All kegs, must be placed in concession area only.

BARTENDERS: **STATE LAW** states that all bartenders **MUST BE 21 YEARS OF AGE** in order to serve and or sell alcoholic beverages. If liquor is being **SOLD**, a license from **ATC** is required. **A COPY OF THE LIQUOR LICENSE MUST BE TURNED IN TO THE WM. H. SCOTT CIVIC CENTER MANAGER** and accessible at all times during the event.

ENTRIES: No marked **FIRE EXITS** are to be obstructed by stationary items (chairs, tables, etc.). This is a State Fire Code Requirement

BEHAVIOR: Foul language, disruptive, and/or threatening behavior is not allowed anywhere on the grounds/property. And it is the lessee's responsibility to enforce this policy.

SECURITY: Security is required if there is live entertainment or liquor/alcoholic beverages are being **SERVED OR SOLD**. The New Roads Police Department does all security at the Wm. H. Scott Civic center. And it is the responsibility of the lessee to schedule officers for the event. Security officers will enforce all violations, including the no smoking policy inside the Wm. H. Scott Civic center as well as crowd control and parking lot restrictions.

TEEN EVENTS: All teen events must cease by 12:00 p.m. (midnight) on Friday and Saturday and 11:00 p.m. on Sunday thru Thursday. All teen events are required to have one (1) adult chaperones for every 20 minors as well as security paid for by the lessee and provided by the City of New Roads Police Department. Security must be arranged and paid for in advance.

NOTES: All payments are made to the City of New Roads. Any check returned as NSF (non-sufficient funds) for a deposit or rental fee, will automatically void this rental agreement and a \$30.00 fee will be charged, leaving the date reserved available for rent.

The City of New Roads and the Wm. H. Scott Civic Center **WILL NOT** be responsible for items or equipment left at the center.

HOLD HARMLESS AGREEMENT

For all Renters:

I, _____, individually, and (where applicable) on behalf of (lessee name - _____), a (type of entity - _____), sometimes herein after referred to as "Lessee", declare that for, and in consideration of, the right to participate as a Lessee of the Wm. H. Scott Civic Center located at 1200 Major Parkway, New Roads, LA. Lessee does expressly agree to fully defend, indemnify and hold forever harmless the City of New Roads from any and all past, present and/or future claims, demands, losses, penalties, and damages of whatsoever kind of character, including those arising out of or as a result of the negligence, carelessness, or risk of Lessee and his/her/its participants, officers, directors, stockholders, agents, representatives and partners, including, but not limited to, any claim or lawsuit for damages, injuries or negligence arising out of Lessee's participation and/or involvement in the New Roads Wm. H. Scott Civic center, including all claims whatsoever kind or character made by any party which may be associated or attending by any method, including but not limited to, directed action, third party demand, cross claim, incidental actions, subrogation, or assignment.

WITNESS:

LESSEE:

**NEW ROADS POLICE DEPARTMENT
PH: 225-638-9808**

This is to certify that arrangements have been made with _____ of the New Roads Police Department to have _____ police officer(s) for this function.

LESSEE NAME: _____

DATE OF FUNCTION: _____

TYPE OF EVENT: _____

TIME OF FUNCTION: _____

APPROXIMATE NUMBER OF ATTENDEES: _____

PHONE NUMBER: (Home) _____ **(Cell)** _____

NAME OF OFFICER(S) ASSIGNED TO DETAIL (Please print):

1. _____

2. _____

3. _____

SIGNATURE OF POLICE CHIEF OR POLICE OFFICER IN CHARGE **DATE**

SIGNATURE OF APPLICANT **DATE**

CONTRACT PAYMENT INFORMATION SHEET

This section is for office use only:

Function Date: _____ Type of Function: _____

Reservation/Key Deposit: \$325.00

Deposit Paid Date: _____ Check: _____ Money Order: _____ Cash: _____

Areas Rented: Auditorium _____ x _____ days = _____
Kitchen _____ x _____ days = _____
Meeting Room _____ x _____ days = _____
Entire Building _____ x _____ days = _____
Ice _____
Clean Up Fee 20 % or 30% total rental _____

Due Date: _____ Total Due: _____

Date: _____ Paid: _____ Balance: _____ Check: _____ Cash: _____ MO: _____

Date: _____ Paid: _____ Balance: _____ Check: _____ Cash: _____ MO: _____

Date: _____ Paid: _____ Balance: _____ Check: _____ Cash: _____ MO: _____

Name: _____

Address: _____ City,
State, Zip: _____

Civic center Contact Sheet

Event Coordinators

Larenda Broussard

Office: City of New Roads Information Center
116 W. Main St. New Roads, LA 70760

Office Phone: (225) 638-5360 Ext. 401

Cell Phone: (337) 380-1321

Email: lbroussard@cityofnewroads.net

Jennifer M. Guidry

Office: City Hall
211 Main St. New Roads, LA 70760

Office Phone: (225) 638-5360 Ext. 202

Email: jguidry@cityofnewroads.net