

**Event Rental Contract**

Name or Group Renting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Count:\_\_\_\_\_\_\_\_\_\_\_

Rental Time: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ (5 hours: 2 for set up, 2 for event, 1 to take down. Note: Additional hours added to the event may be requested at $50 per hour)

Door Open Time:\_\_\_\_\_\_\_\_\_\_\_ Door Close Time:\_\_\_\_\_\_\_\_\_

Rehearsal Date/Time (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 hour rehearsal time)

**Rental Details (Check all that apply)**

White Round Tables (inside): Qty\_\_\_\_\_\_\_\_\_\_ Outside covered Pavilion: \_\_\_\_\_\_\_\_\_\_\_

Buffet Room: \_\_\_\_\_\_\_\_\_ Kitchen: \_\_\_\_\_\_\_\_\_\_\_\_ Bride Room:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outdoor Hanging Cathedral Arc Windows: Qty. \_\_\_\_\_\_\_\_\_\_\_\_\_ (max. 5)

**Renter Contact Information:**

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit:\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance Due:\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *A separate deposit of $150 is required for building/grounds damage and/or excessive cleaning requirements such as spills, dirty appliances, overly dirty restrooms, stained table clothes, etc. Note:* This deposit must be in the form of a check made payable to the Louisiana Association for Challenged Adults. This check will not be cashed and will be destroyed once it is determined that no damages occurred and/or no excessive cleaning is required. However, if damages or cleaning services exceed $150, the renter will be responsible for covering any additional repair/replacement costs. [*Please remember, as the event host, you are responsible for any and all damage caused by your guests and/or any vendor (band/DJ, caterer, florist, etc.) affiliated with your event.*]

“I understand the facility use guidelines and agree to be bound by all terms therein and all terms of this rental space agreement.”

Signature of Renter(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_