

**Event Rental Information**

1. Rental of our facility includes:
* Use of the Main Building
	+ Open Commons Area
	+ Men and Women’s Restrooms
	+ Kitchen Use
	+ Buffett Room
	+ Bridal Suite
	+ Outdoor covered pavilion
* Old Building may be used for an additional $200 fee
* Tables, white folding chairs, and the following linens:
	+ White Table Cloths
	+ White chair covers
	+ Light Pink or nude color chair bows
* Outdoor hanging Cathedral Arch windows upon request
1. There will be a $50 deposit due upon booking to hold your date. If for any reason, you have to cancel your event, the $50 deposit is nonrefundable and will be kept by the Louisiana Association for Challenged Adults. The deposit will go towards your total payment fee.
2. A cleaning fee of $100 will be added to the total cost of renting the facility. This fee covers the chemicals and staff needed for a deep cleaning of the facility to make it safe for our special needs clients during the week. Renters are still expected to clean any messes and have garbage and all personal items/decorations removed prior to leaving.
3. Rental Fee Breakdown:

Facility Rental ……………………………………………………………………………………$300

(2 hours before to set up, two hours of event, one hour take down)

Any additional hour added to event……………………………………………………………………$50

Facility Cleaning Fee…………………………………………………………………………………………..$100

Wedding Rental Fee…………………………………………………………………………………………..$1200

(Rental hours for wedding are between the hours of 9am and 11pm and includes a 1 hour rehearsal the week of the wedding.)

1. A police officer is required for security for every event serving alcohol and must be booked by the renter.

Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_