

# MINDEN CIVIC CENTER RENTAL AGREEMENT

DATE OF EVENT \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

PURPOSE/TYPE EVENT \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_

WILL ALCOHOL BE SERVED OR BYOB \_\_\_\_\_ YES \_\_\_\_\_ NO (INITIAL BY RENTER)

(IF YES, AUTOMATICALLY REQUIRES HIRED SECURITY PRESENT AND SPECIAL EVENT INSURANCE POLICY IN AMOUNT OF \$1,000,000 SINGLE LIMIT LIABILITY WITH THE CITY OF MINDEN AS ADDITIONAL INSURED) \*NO ADMISSION CHARGE CAN BE ASSESSED WHEN LIQUOR IS PRESENT.

TIME FUNCTION WILL BEGIN \_\_\_\_\_ TIME FUNCTION WILL END \_\_\_\_\_

NAME OF RENTER/ORGANIZATION \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

ADDRESS OF RENTER \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP COCE \_\_\_\_\_

TEL HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

## RENTAL RATES:

AUDITORIUM \$625.00 (1 DAY) \_\_\_\_\_ AUDIO EQUIP \$100.00 \_\_\_\_\_

(EACH CONSECUTIVE DAY) \$375.00 \_\_\_\_\_ PARKING LOT \$175.00 \_\_\_\_\_

KITCHEN (1 time charge) \$300.00 \_\_\_\_\_ SCISSOR LIFT \$25/HR \_\_\_\_\_

CONCESSION AREA \$0.00 \_\_\_\_\_

LOBBY (NO FOOD) \$0.00 \_\_\_\_\_

COUNCIL CHAMBER \$250.00 (NO FOOD ALLOWED-NOT TO BE USED AS DRESSING RM) \_\_\_\_\_

DEPOSIT \* \$500.00 \* \_\_\_\_\_

TOTAL RENTAL AND DEPOSIT DUE \$ \_\_\_\_\_

PAYMENT MADE AT SIGNING. MINIMUM OF SECURITY DEPOSIT \$ \_\_\_\_\_

RENTER/REP. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED SIGNATURE \_\_\_\_\_

FACILITIES DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**AUDITORIUM SEATING CAPACITY:**

<b>CHAIRS ONLY</b>	<b>800</b>	<b>AUDITORIUM</b>	<b>80 FT X 100 FT (8000 SQ FT)</b>
<b>TABLES &amp; CHAIRS</b>	<b>450 – 500</b>		

**RESERVATIONS** – Only accepted by individuals 21 years of age and older, in person, at City Hall, 520 Broadway, Minden, LA 71055, between the hours of 8 am – 4 pm, Monday through Friday, excluding holidays. **You must have a valid state issued photo I.D. OR some other form of I.D. with you at the time of booking.**

**PAYMENT OF FEES** – The entire deposit must be paid up front to secure the requested available date, with remaining fees due one month prior to event. **NO REFUNDS** will be made after this time. The Civic Center should be returned to the same condition before rental by responsible party. **ALL TRASH** should be removed from the building and placed in outdoor dumpster on back dock.

**\*NO DEPOSITS** will be returned until a walk through is conducted by Facilities Dept. Personnel. If rental is cancelled less than (1) month prior to date, the deposit is retained. Return deposits may take up to 10 business days after walk through and will be in the form of a check mailed to the Responsible Party on file.

**INSURANCE COVERAGE** – Certificate of insurance in the amount of \$1,000,000 single limit liability with the City of Minden as additional insured is required for some events, as determined by the Director, and all events with liquor. A copy of the certificate of insurance must be presented to the Center two weeks prior to the event. (Can purchase online at [www.theeventhelper.com](http://www.theeventhelper.com) or call toll free at (855) 493-8318.

**SECURITY** – Birthday parties; Wedding Receptions; Class Reunions and Family Reunions; and **all functions that will have liquor present** and/or there are 100 or more attendees require at least 2 security officers to be present. School dances and functions must supply 1 CHAPERONE PER EACH 25 ATTENDEES. The RENTER is responsible for PAYING the OFF-DUTY SECURITY OFFICER separately on the day of the event. Facility Director will make those arrangements 1 month in advance.

**SECURITY CONTACTS TO BE USED FROM: MINDEN POLICE DEPT; WEB. PAR. SHERIFF'S OFF; DEPUTY RESERVE CONTACT.**

**KITCHEN USE** – If rented, clean- up is the responsibility of the User and their catering service. If not cleaned, part or all of the deposit will be retained.

**BASIC RENTAL FEE** – Includes chairs and/or tables for theater seating, tables and chairs for classroom seating or banquet seating for catered events to be set up according to a floor diagram to be provided by the client at least two weeks prior to the event. Permanent hallway and office furniture cannot be moved or used for seating or decorations during events. Once setup is done by City Crews, any re-arranging to the floor plan must be done by Renter. **IF YOUR FUNCTION WILL BE USING THE PARKING LOTS IN FRONT FOR VENDORS, DEMOS, STREET BLOCKAGE, ETC, YOU WILL BE REQUIRED TO PROVIDE 2 OR MORE PORT-A-LETS** for extra bathroom facilities at your own expense.

**CURFEW** – Any and all events must end by 12 midnight.

**RENTER INITIAL** \_\_\_\_\_

**ADDITIONAL COVENANTS** – The Center has a smoke-free environment policy that is enforced in all areas of the building. **THIS INCLUDES ALL FORMS OF TOBACCO AND VAPING DEVICES.** No alcohol consumption is allowed in parking lots or outside of the building rented. Disregard for this is automatic loss of deposit.

**ANIMALS** – No animals are permitted in the Center. Proper certification must be submitted to the Facilities Director prior to the start of the event if an animal is required for health reasons.

**POSTERS, BANNERS, SIGNS** – Nails, staples, glue, and tape are strictly prohibited on the walls and floors of the Center for hanging of posters, banners, signs, etc. Spray paint is not to be used inside the building or on sidewalks outside of building. Use of scissor lift is \$25.00 per hour with city operator.

**GLITTER** – Glitter is not allowed in ANY PART OF THE CENTER. Flammable decorations are not allowed. Lit candles are not allowed unless in a glass holder. No helium filled balloons are allowed in Civic Center auditorium for decorations. Failure to follow these rules will result in loss of deposit.

**RIGHT TO REFUSE** – Center shall have the right to refuse space/event booking to any person or prospective Client who is in default of or will not honor all the Center’s rules, regulations, terms, and/or conditions stated in this agreement. The Center retains the right to not re-book an event or to refuse an event based on previous history at this facility.

For CIVIC CENTER:

For CLIENT: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

FACILITIES DIRECTOR

Print \_\_\_\_\_

CITY OF MINDEN

Type Function \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_