

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 2021
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 for Entire Building - \$300.00

Rental Deposit for Meeting Room - \$200.00

Area Requested: _____ Auditorium _____ Meeting Room _____ Kitchen _____ Pavilion/Parking Area _____ 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 and Parking Lot (Plus \$75 deposit)	\$100.00	\$75.00	\$125.00

(Schools and Churches will be charged the non-profit rate)

MANDATORY BREAKDOWN AND CLEAN-UP FEE: 30% of Total Rent for the entire building, and 20% of Total Rent for Partial Rental. (\$ _____)

Name: _____

Address: _____

City/State and Zip Code _____

Phone: Home _____ Cell: _____

Purpose of Rental: _____

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

Signature: _____ Today's Date: _____

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 _____ KITCHEN _____ PAVILLION/PARKING AREA _____

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

TOTAL RENTAL FEE: _____ DATE PAID _____

Cash _____ Check _____ Money Order _____ Credit/Debit Card _____ Cashier's Check _____

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

RENTAL DEPOSIT

SECURITY DEPOSIT: CIVIC CENTER \$300.00/ MEETING ROOM: \$200.00 / PAVILION/PRKING AREA \$75

Cash _____ Checks _____ Money Order _____ Credit/Debit Cards _____ Cashier's Check

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

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 with the above charges and policies.

LESSEE: _____ **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 for \$300.00 will be returned (within seven to fourteen business 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. 2100 to request an appointment with the event scheduler to book a reservation. The hours of operation for the Information Center are Monday to Friday, 8:00 a.m. to 4:30 p.m. No reservations will be made by phone.

Upon meeting, the lessee will confirm a rental date, complete a rental agreement and pay a deposit of \$300.00. 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 as follows: cash, check, debit/credit cards, money order and cashier's check.

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 date reserved prior year for current year, you must do so at least 60 days prior to the past year scheduled event to receive your full deposit. Otherwise, you forfeit your deposit. **NO EXCEPTIONS.** All CANCELLATION 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 cleanup fee.

TIME RESTRICTIONS

Curfew for the Wm. H. Scott Civic center is 2:00 a.m. At this time, all activities must cease; the lights will be extinguished at 1:00 am. Trash/unwanted items must be placed in receptacles/trash cans. Everyone must be off the premises by 2:00 a.m. The police officers and/or civic center officials on duty will enforce this policy. NO EXCEPTIONS!!

Initial _____

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 and hallway 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 (about 1 and a half weeks) 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 _____

SETUP/BREAKDOWN: Lessee is responsible for the setup of any areas rented, including tables, chairs, decorations, etc. Breakdown of tables and chairs is included in the cleanup fee and is the responsibility of the City of New Roads. The setup time will be no sooner than 3:00 p.m. the day before providing no previously scheduled event is taking place. The center will provide, at no extra cost to the lessee, use of the permanent stage, 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, the lessee will automatically forfeit their deposit. **(SMOKING OUTSIDE ONLY)** Initial _____

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 items, rented equipment, and garbage must be removed from the premises. A dumpster, located at the building's rear, is provided by the city. Glass containers of any kind are not allowed anywhere on the Civic Center property. Initial _____

ICE: The ice machine is in the kitchen. The ice machine will be unlocked the day of the event.

FLOORS: When setting up, **DO NOT DRAG** tables, chairs, ice chests, 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: NOTHING ON THE WALLS: NO TAPING, GLUING, TACKING, OR COLORING OF ANY TYPE ON WALLS, CEILING OR STAGE. Initial _____

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 related 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 the 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 tables, floors, kitchen, stage area and parking lot. Trash bags must be removed from receptacles immediately following the function and placed in **LARGE DUMPSTERS LOCATED OUTSIDE NEAR THE BACK DOOR.** **Initial** _____

KITCHEN: All items including pots, pans, utensils, plates, food, beverages, etc. shall be **removed from the kitchen immediately after 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. **No Exception!!**
Initials _____

LIQUOR/DRINKS: ABSOLUTELY NO GLASS CONTAINERS. ALL KEGS MUST BE PLACED IN THE CONCESSION AREA ONLY. **BARTENDERS:** STATE LAWS STATES THAT ALL BARTENDERS MUST BE 21 YEARS OF AGE TO SERVE OR SELL ALCHOLIC 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 MUST BE ACCESSIBLE DURING THE EVENT. Initial _____

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. Initial _____

TEEN EVENTS: All teen events must cease by **12:00 p.m.** (midnight) on Friday and Saturday and **11:00 p.m.** on Sunday through Thursday. All teen events must have one (1) adult chaperone for every 20 minors and security is paid for by the **lessee** and provided by the City of New Roads Police Department. **Security must be arranged and paid for in advance.** Initial _____

NOTES: All **payments** are made to the City of New Roads. Any check returned as **NSF (nonsufficient 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 to rent. Initial _____

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

No outside cooking, boiling, frying, etc. Is allowed with indoor events. Food must be prepared in advance, or the kitchen must be rented for food preparation before and during the event. No Food Trucks/Vendors or food service on the premises. NO EXCEPTIONS!!

HOLD HARMLESS AGREEMENT

For all Renters:

I, **X** _____, individually, and (where applicable) on behalf of (lessee name - **X** _____), 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.

LESSEE: _____

WITNESS: _____

Civic center Contact Sheet

Event Coordinators

Katherine Moore

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

Office Phone: (225) 638-5360 Ext. 2100

Email: kmoore@cityofnewroads.net

Edward Duhe

Civic Center Manager

Office: Scott Civic Center
211 Main St. New Roads, LA 70760
Office Phone: (225) 718-1292
Email:

Kevin St. Cyr

(225) 713-8710

Email: kstcyr@cityofnewroads.net

George Leonard

(225)718- 6176

Email: georgeleonard@cityofnewroads.net

NEW ROADS POLICE DEPARTMENT

Security Detail Agreement

Name of Detail Requestor

Requestor Phone #

Location

Type of Event

Guest Total

Will Alcohol be Present?

Age of guest

Date

Time Frame (ex: 10am-2pm)

(Office Use Only)

Number of Officers Required:

Terms: Security details will be provided at \$40.00 per hour with a minimum of 4 hours required. In the case an event proceeds outside the scheduled hours, the detail will be paid \$40.00 for each additional 30 minutes. All Holidays and events booked less than 48 hours in advance; the detail rate is \$50.00 per hour with a minimum of 4 hours required. Alcohol will not be permitted until security arrives.

Specific Details: All events will be assessed to determine the number of officers required to work at your event. Live music events will be evaluated based on the number of attendees, whether alcohol will be present, location of your event, or if your talent/entertainment require special security. Once your event has been assessed, you will be given the number of officers required to host your event. If your event is canceled, security must be notified three (3) days before your event date.

All details must be paid four (4) days in advance. If the fourth day falls on a weekend or Holiday, the detail must be paid on the very next business day.

By signing this agreement, you agree to the terms mentioned above.

Detail Requestor

Date

Chief

Date