

Date(s): _____

Lessee: _____

WILLIAM H. SCOTT MEMORIAL CIVIC CENTER

P.O. BOX 280
1200 MAJOR PARKWAY
NEW ROADS, LA 70760
newroads.net
RentScottCivicCenter@hotmail.com
OFFICE: 225-638-RENT (7368)
FAX: 225-638-6118

RENTAL CONTRACT

Revised on 01-13-2010

Rental of this facility is based on 10 hours from open until close on "date of rental". Any time used after your 10 hours is up will be deducted from your deposit at a rate of 4 times the hourly wage of the office personnel working at that time. Below is the 10 hour time frame that I would like for my function and by signing I verify that these times are correct.

Open Time: _____
Start Time: _____
End Time: _____
Close Time: _____

Open Time: _____
Start Time: _____
End Time: _____
Close Time: _____

PRINT NAME: _____

SIGNATURE: _____

CONTRACT PAYMENT/INFORMATION SHEET

This section for office use only:

Function Date: _____

Type of Function: _____

Area(s) Rented: _____ Rental Rate: _____

Reservation/Damage Deposit Amount: _____

Amount Paid: _____ Check# _____ Money Order

Date Paid: _____ Office Personal Initials: _____

Total Amount Due: _____ Due Date: _____

Amount Paid: _____	Check# _____	Money Order
_____	Check# _____	Money Order
_____	Check# _____	Money Order
_____	Check# _____	Money Order
_____	Check# _____	Money Order

LESSEE INFORMATION: *(Please complete information below)*

Contact Name: _____

Mailing Address: _____

Phone Number: _____

Cell Number: _____

Work Number: _____

LEASE AGREEMENT

The undersigned Lessor to lease the William H. Scott Civic Center, or part thereof, hereinafter designated and set forth, does hereby agree with the Pointe Coupee Parish Police Jury and the City of New Roads as follows:

- I. That a deposit of \$200.00/\$100.00 will be paid at the time the lease is signed, as both reservation deposit and as a damage deposit for the space(s) designated on the time and date(s) hereinafter stated.
- II. That any date of cancellation made after this agreement is signed must be submitted to the office as soon as possible in a letter form with signature. Cancellations made 60 or more days prior to the contracted date will receive a full refund of all deposits. If cancellations are made less than 60 days of date this will result in an automatic forfeit of the reservation/damage deposit.
- III. That a check returned as "N.S.F." for deposit or the rental fee will automatically void this rental agreement and a \$30.00 fee will be charged, leaving the dated reserved available for rent.
- IV. That the balance of rental fees is due before 4PM (14) days before the contracted date. Monday thru Friday, except holidays. Failure to pay the balance of rental before 4PM on this date: _____ will be treated as a cancellation.
- V. That in the event that the Lessee does not meet any of the terms and/or conditions set forth in this agreement, the Lessee will forfeit all monies paid and will be ejected from said premises.

The Lessee agrees to lease the areas stated on the contract cover sheet for the time, purpose, and for the amounts specified, and upon the following terms and conditions to wit:

1. That the area(s) reserved should be used only for the purpose specified.
2. If admission is charged, or if anything is sold or served, the lessee is responsible for obtaining the proper permit/license(s) required by both the State of LA and the City of New Roads.
3. Lessee also agrees that in the event liquor is sold or served, the lessee is responsible for obtaining the proper permit/license(s) required by both LA and City of NR.
4. The Lessee assumes full responsibility for the event for which the property described on the cover sheet is being leased, and the Lessor staff is not to be considered in any way connected with it as co-partners.
5. ***Lessor will furnish electricity, tables, and chairs. We have about 350 chairs, 22 5ft round tables and 32 8ft long tables. If the kitchen is rented ice machine is available for use. Ice is not guaranteed if function schedule is busy.***
6. Lessee shall not admit a larger number of persons than the capacity thereof will accommodate or can safely or freely move about in said area(s) and the decision of the Director which will be in accordance with the fire laws and safety regulations by the State Fire Marshall is final. Capacity is as follows:

AUDITORIUM

Seated capacity: 300 auditorium only

(Includes meetings, seminars, dances with tables & chairs)

Non-seated: 630 auditorium only

(Weddings, Graduation parties, & other dances less tables & chairs)

MEETING ROOM

Seated capacity: 85 meeting room only

Non-seated: 125 meeting room only

7. Any group or organization (civic, non-profit, or religious) requires showing proof of insurance (liability policy in effect) with a copy being attached to the contract. Failure to do so no later than ten (10) working days prior to event will render the contract void and result in the forfeiture of the damage/reservation deposit.
8. Any group that is non-profit status must show a copy of their certificate from the Internal Revenue Service, and also give a copy of their Federal Tax ID Number to the Lessor. Failure to do so will result in a readjustment of fees to Private or Promo rates.
9. Lessee assumes full responsibility for the character acts and conduct of all persons admitted to said premises.

10. Lessor assumes no responsibility whatsoever for any property placed in or on the leased premises and Lessor is hereby expressly released and discharged from any and all loss, injury, or damage to such property that may be sustained by reason of the occupancy of the leased premises under this lease. Lessee further agrees to indemnify Lessor from any and all such claims or losses.
11. Lessee agrees to commit no waste, to maintain and to return said premises in the condition received, reasonable wear and tear expected. Lessee agrees to pay \$200.00/\$100.00 as a damage deposit to be retained by the Lessor should damages or theft occurs.
12. **Lessee agrees that the set up for the area(s), including tables, chairs, decorations, etc. are the FULL responsibility of the Lessee unless prior arrangements have been made and the set-up/clean-up fee had been paid along with rent.**
13. **Set-up/Clean-up:** Lessee Initials _____
- The lessee is only responsible for removing the decorations and picking up the items that are on table tops or the floor such as plates, cups, napkins, etc. and placing them in the trash cans. Kitchen: All prep areas should be wiped down, stove and ovens should be cleaned, no food should be left in fridge or freezers, if the deep fryer is used oil must be removed and dumped in grease bin located behind the civic center.
 - If the lessee does not follow the above then the damage deposit will be forfeited. **"ANY SET-UP DONE BY CIVIC CENTER STAFF IS A COURTESY" IF YOU NEED A TABLE/CHAIR MOVED YOU MUST DO SO YOURSELF!!!!!!**
14. **Lessee agrees that nothing will be painted, written, glued, or taped to the walls, ceiling, floors, windows, doors, doorframes, or furnishings.** Lessee also agrees that tape is not allowed on the concrete blocks; and that if tape is used on the windows, doors, floors, etc., it must be masking tape. Staples are only allowed on the molding, along with pins, tacks, etc. removed as part of the cleanup by Lessee.
15. Lessee agrees that the term of this lease, for the occupancy of the premises, shall not exceed ten (10) hours of use without the consent of the Director, Assistant Director, or Building Manager, prior to the event; and that any additional time granted is merely a courtesy. Lessee further agrees that the Lessor will charge (4) times the hourly wage of the employee working which is \$ _____ X (4) = \$ _____ per hour.
16. Lessee agrees that any and all equipment, etc. which Lessee may place on said premises that is not removed within said time period, for which the lessee does not have approval to leave, shall become the property of Lessor or the Lessor may have equipment removed from premises at the Lessee's expense.
17. Lessee agrees that, whereas the William H. Scott Memorial Civic Center has been designated as both Civil Defense and American Red Cross Shelter, it is understood by the Lessee that this contract becomes null and void, at no expense or penalty to the PC

Police Jury and City of New Roads, nor the individual members, agents, employees, or representatives of these governing bodies, for the cancellation of this contract by any of the governing bodies listed above, or for the cancellation for the benefit, safety, and/or well being of any residents of Pointe Coupee Parish due to any Civil emergency which will require the use of the said Civic Center.

SECURITY: Lessee Initials _____

18. Lessee agrees to provide and pay at the minimum 2 security officers to maintain order and protect the persons and property admitted to, or in place on said premises. Please contact New Roads Police Department at 225-638-3271 for rates and more information and at least 7 days prior to event to make these arrangements. Failure to do so can result in cancellation.

19. Keg beer is allowed in the concession area only.

20. Civic Center is a smoke free facility. Smoking areas are designated under the front and rear porches.

21. Glass containers are not allowed anywhere on the grounds/property.

22. Foul language, disruptive and/or threatening behavior is not allowed anywhere on the grounds/property and will not be tolerated.

23. Finally, Lessee, as further consideration of this lease, assumes responsibility for the condition of the premises herein leased and Lessors, the City of New Roads and the Pointe Coupee Parish Police Jury shall not be liable for any damages of injuries, including deaths, caused by any vices of defects therein to Lessee, agents, employees, invitees, or any other occupant of said property, or to anyone in or on said premises by license of the Lessee.

**ANY BREAK IN THIS CONTRACT WILL RESULT IN FORFEITURE OF THE RESERVATION/DAMAGE DEPOSIT.
I, SAID LESSEE, HAVE READ AND FULLY UNDERSTAND THE ENTIRE LEASE AGREEMENT AND AGREE TO ABIDE BY ALL STATED HEREIN.**

PRINTED LESSEE NAME

SIGNATURE LESSEE NAME

PRINTED LESSOR NAME

SIGNATURE LESSOR NAME

