

William H. Scott Civic Center

Rental and Use Agreement
City of New Roads, Louisiana
Address: 1200 Major Parkway

The City reserves the right to cancel any event for emergencies or any other reason deemed by the administration to be in the best interest of the City (full refund provided).

Agreement Details

This agreement, entered on _____, 20____ grants exclusive use of _____ to:

Lessee Information

Name: _____

Organization: _____

Copy of 501(c) form for Non-Profit Organization: _____ Yes _____ No

Address: _____

City, State, and Zip Code: _____

Phone: _____

Event Description: _____

Event Date/Dates: _____

Start Time: _____

End Time: _____

No. Attending: _____

P. A. System Required: _____ Yes _____ No

(P.A. System can be used at no additional cost.)

Security Required: Yes

(See Terms and Conditions included in this agreement.)

Facilities Available

- Entire Civic Center Building
- Auditorium (4350 sf)
- Kitchen and Meeting Room
- Meeting Room
- Pavilion & Parking Lot

Rental Requirements

- Lessee must be **21 years or older** to rent this facility and sign the agreement.
- Contact **City of New Roads Event Scheduler, Angie Langlois**
Phone: (225) 638-5360, ext. 2100
Hours: Mon-Thu, 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 4:00 p.m.
Reservations must be made in person. No reservations will be accepted by phone.
- At the scheduling appointment, the Lessee will:
 - Confirm the event date.
 - Complete the rental agreement.
 - Pay the required deposit.
- **Payment Deadlines:**
 - If the event is scheduled **within 10 business days, the deposit and full rental fee are due** at the time of booking.
 - If the event is scheduled **more than 10 business days in advance, the deposit is due** at time of booking, and the **balance is due** no later than **14 business days before the event** by 4:00 p.m. Failure to make final payment by the deadline will result in a cancellation. **Payment deadline date:** _____
- Payment shall be made to the City of New Roads.
- **Accepted Payments:** Cash, check, debit | credit card, money order, cashier's check.
- **NSF Payments:** Any payment returned as NSF will **void** this agreement. A \$25 fee (up to \$500.00) plus 5% on remaining balance over \$500.00 will be applied.
- **Security** is required from event start time to event end time to maintain order and protect the property and people attending the event. **Security officer requirements** will be determined by the city. The Lessee must contact the City of New Roads Police Department at 225-638-3271 to schedule officers and confirm rates and make payment at least 10 days prior to event.

Rental Period

Prices cover **10 hours** of use (including set-up and event time).

Discounts (Non-Profit Organization)

- Must be noted at the time of scheduling (a copy of the 501(c) is required).
- Schools and churches treated as non-profits (no 501(c) required).
- Discounts only apply to **rental rates**, not deposits or clean-up fees.

Damage | Security Deposits (Refundable)

- Entire Building: \$300
- Partial Building: \$200
- Pavilion & Parking Lot: \$75
- Deposits will be refunded within **14 business days** following inspection, provided all terms of the agreement were met.

Rental Fees

Facility	Private	Non-Profit	Promotional	Capacity
Entire Building	\$800	\$600	\$1,000	320
Auditorium (4350 sf)	\$550	\$450	\$600	320
Kitchen & Meeting Room	\$350	\$250	\$450	75
Meeting Room	\$200	\$150	\$250	75
Pavilion & Parking Lot	\$100	\$75	\$125	-

Mandatory Breakdown & Clean-Up Fee

- Entire Building: 30% of rental fee
- Partial Building: 20% of rental fee

Cancellation Policy

Cancellations made at least 60 days before the event will receive a full refund.

Cancellations made less than 60 days before the event will result in forfeiture of the deposit.

Cost Breakdown

Area Rented: _____

- Deposit: _____
- Days Rented: _____ x \$ _____
- Breakdown | Clean Up Fee: _____
- Total Rental Cost: _____
- Balance Due by 14 days before event: _____
- Payment Deadline Date: _____

Terms and Conditions

The City of New Roads reserves the right to modify terms and conditions as needed.

- **Tobacco-Free Facility:** No smoking or vaping indoors. Lessee is responsible for informing all attendees of the function.
- **No glass containers of any kind** are allowed anywhere on the property.
- No **foul language, disruptive and / or threatening behavior** will be allowed anywhere on property.
- **No outside cooking, frying, etc.** with indoor events. Food must be prepared in advance, or the kitchen must be rented for food preparation before and during the event.
- **Seafood (crawfish, shrimp, crabs, etc.) cannot** be boiled and/or served anywhere on property or inside Civic Center.
- **No commercial activity or alcohol** without written consent.
- **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 State of Louisiana. Copy of any permits or licenses must be provided to the City of New Roads and the Civic Center Manager prior to the event and must be accessible during the event.
- **Bartenders:** Must be 21 years of age or older to serve or sell alcohol.
- **Kegs** must be placed in the concession area only.

- The **ice machine** is in the kitchen and will be unlocked on the day of the event.
- **Adult Events:** Must end by 1:00 a.m.; vacate by 2:00 a.m.
- **Youth | Teen Events:**
 - Sun-Thu: Must end by 11:00 p.m.; vacate by 11:30 p.m.
 - Fri-Sat: Must end by 12:00 midnight; vacate by 12:30 p.m.
 - One adult chaperone per 20 minors required.
- **Pavilion events:** Must end by 9:00 p.m.; vacate by 10:00 p.m.
- **Noise Ordinance** will be enforced.
- **Setup:** Do not drag tables, chairs, ice chests or heavy decorations across floor. Extensive scratching of the floors may constitute damage for which the lessee would be responsible. Decorations must be free standing (may not be taped, glued, tacked, or otherwise adhered to walls, ceilings, floor, or the stage). No coloring of any type allowed on walls, floors, ceiling or stage. Extremely heavy equipment must be pre-approved by Civic Center Manager. Lessee is responsible for setup of any areas rented, including tables, chairs, decorations, etc. Breakdown of city owned tables and chairs is included in the mandatory clean-up fee. **Setup time to be coordinated** with Civic Center Manager.
- The Civic Center will provide, at no extra cost to the Lessee, use of the permanent stage, city owned chairs, 5 ft. Round, 6 ft. and 8 ft. rectangular tables (sizes and quantity available can be confirmed by the Civic Center Manager). City will not be responsible for renting or buying tables or chairs to be used, if event requires more than what city has available at the Civic Center.
- **Table coverings** 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 Marshal). **No paper table covering will be allowed.** If tables or ruined, stained or damaged due to food, drinks, etc., a cleaning and / or damage fee will be taken from the deposit.
- **At no time is anyone allowed to stand on tables or chairs.**
- **Open flames, flame producing devices, and combustible materials** (such as torches, incense burners, burning candles, etc.) **are prohibited.** Pan warmers may be used if pre-approved by the Civic Center Manager.
- Dance wax, bird seeds, rice, bubbles, confetti, glitter or related items are **PROHIBITED** from being used inside the Civic Center or surrounding grounds, unless pre-approved by Civic Center Manager.
- **For safety purposes, ice chests are not allowed** in the main auditorium and hallway at any time. Prior to the event, coordinate with the Civic Center Manager for an area where ice chests can be placed against a wall.

- **Ice sculptures** must be approved prior to event by the Civic Center Manager.
- **No perishable food, drinks, and alcohol** can be left at the Civic Center overnight-- must be brought in the day of the event. The City of New Roads; city officials, and city /civic center employees will not be responsible for lost or stolen items.
- No marked **fire exits** are to be obstructed by stationary items (chairs, tables, etc.). This is a state Fire Code requirement.
- **No vehicles of any kind are allowed** inside the building (except motorized wheelchairs).
- **All personal items, supplies, and food must be removed from the facility immediately following the event. Items may not be stored overnight.** Anything left in the refrigerator or freezer will be thrown out during clean-up. The City of New Roads; city officials, and city /civic center employees will not be responsible for lost or stolen items.
- **Security:** The Civic Center Manager and / or other city officials reserve the right to make unannounced inspections at any time during the scheduled event for compliance with security requirements.
- The City of New Roads, city officials, and city / civic center employees will not be responsible for lost or stolen items owned by applicants or others that may occur before, during or after the event.
- This agreement does not create a partnership with the city.
- Lessee is responsible for all property and the condition of premises during use, including but not limited to lost, stolen or damaged property that may occur during the time Lessee is renting the facility. Repairs beyond the deposit will be billed to the Lessee.
- The Civic Center Manager has authority to close and/or cancel the function if participants do not comply with terms and conditions as outlined in this rental agreement.

Acknowledgement

By signing below, I acknowledge and agree to abide by all terms, conditions, payment and cancellation of policies, capacity limits and for being fully responsible for monitoring the number of attendees throughout the event, and facility rules. I understand that failure to comply with any part of this agreement will result in the forfeiture of the deposit.

Lessee Signature: _____

Date: _____

Release, Indemnification and Hold Harmless Agreement

I, _____, individually, and where applicable, on behalf of _____ (the “Lessee”), agree that in consideration for being permitted to rent and use the William H. Scott Civic Center located at 1200 Major Parkway, New Roads, Louisiana, agree to the following:

I hereby fully and unconditionally release, indemnify, and hold harmless the City of New Roads; its elected officials, officers, employees, agents, and representatives (collectively, the “City”) from any and all claims, demands, causes of action, losses, damages, penalties, liabilities, expenses, and costs of any kind, whether known or unknown, including but not limited to claims arising out of injury, loss, damage or negligence, that occur in connection with or as a result of:

1. Lessee’s rental, use or occupation of the Civic Center;
2. The acts or omissions of the Lessee, its participants, employees, guests, volunteers, vendors, contractors, or invitees;
3. Any activities, programs, functions, or events conducted by the Lessee in or around the Civic Center;
4. Any claims brought by third parties, including but not limited to subrogation claims, cross-claims, incidental actions, or assigned claims.

This release and indemnity shall apply regardless of the theory of liability asserted, except to the extent prohibited by Louisiana law.

I understand that this clause includes all claims arising before, during or after the event, and applies to claims brought by any person attending or participating in the event by any method or association.

By signing below, I acknowledge having read, understood, and agreed to this Release, Indemnification and Hold Harmless and Indemnification Agreement.

Lessee Signature

Date: _____

Witness Signature

Date: _____

For Staff Use

Deposit Paid: \$ _____ | Date Paid: _____

Fees Paid: \$ _____ | Date Paid: _____

\$ _____ | Date Paid: _____

Notes / Comments: _____

