

# The Mill, Parks and Pavilions

## Rental and Use Agreement City of New Roads, Louisiana

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: \_\_\_\_\_

Security Required: \_\_\_\_\_

(See Terms and Conditions included in this agreement.)

## Facilities Available

- The Mill
- The Mill Pavilion
- Douglas Park (10<sup>th</sup> Street Park)
- Douglas Park Pavilion
- Doris Park
- False River Pavilions (Morrison Parkway or Satterfield location)

## 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 for events 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).

## Damage | Security Deposits (Refundable)

Facility	Private	Non-Profit
The Mill	\$200	\$100
Parks   Pavilions	\$100	\$75
Riverfront Pavilions	\$100	\$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
The Mill	\$500	\$250
Parks   Pavilions	\$100	\$75
Riverfront Pavilions	\$100	\$75

## 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 \$ \_\_\_\_\_
- 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.

- **The Mill is a 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 rental property.
- No **foul language, disruptive and / or threatening behavior** will be allowed anywhere on rental property.
- **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.
- **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 time to be coordinated** with Cletus Langlois at 225-445-1330.
- **Open flames, flame producing devices, and combustible materials** (such as torches, incense burners, burning candles, etc.) **are prohibited**.
- Dance wax, bird seeds, rice, bubbles, confetti, glitter or related items are **PROHIBITED** from being used.
- **No perishable food, drinks, and alcohol** can be left at The Mill, Parks or Pavilions overnight--must be brought in the day of the event. The City of New Roads; city officials, and city 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.

- **All personal items, supplies and food must be removed from the facility immediately following the event. Items may not be stored overnight.** The City of New Roads; city officials, and city employees will not be responsible for lost or stolen items.
- **Security:** City reserves 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 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 City 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, and facility rules. I understand that failure to comply with any part of this agreement will result in 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 \_\_\_\_\_ located at \_\_\_\_\_, 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 \_\_\_\_\_;
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 \_\_\_\_\_;
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	Witness Signature
Date: _____	Date: _____

## For Staff Use

Deposit Paid: \$ \_\_\_\_\_ | Date Paid: \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_ | Date Paid: \_\_\_\_\_

\$ \_\_\_\_\_ | Date Paid: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_