

**RESERVATION & RENTAL AGREEMENT
OPELOUSAS CIVIC CENTER
1638 Creswell Lane Ext. Suite 2 (Physical Address)
P. O. Box 1879 (Mailing Address)
Opelousas, LA 70570**

Phone: (337) 948-2520

Fax: (337) 948-2593

Date: _____

THE CITY OF OPELOUSAS 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 AND CITIZENS OF OPELOUSAS. SUCH CANCELLED EVENTS WILL BE FULLY REFUNDED.

Area Requested _____

Rental Deposit: **\$500.00**

Name/Sponsor Applying: _____

Date Deposit Paid: _____

Address: _____

Rental Fee: **\$1,200.00**

City/State: _____

Non-Profit Rental Fee: **\$800.00**

Phone: Home _____ Cell _____

Copy of 501C: ____ Yes ____ No

Date Key Issued: _____

Key Deposit: **\$25.00** Pd. ____ Yes ____ No

Purpose of Rental: _____
No

Security Fee: ____ Pd. ____ Yes ____

Date or Dates Requested: _____

Date Key Returned: _____

Signature: _____

Today's 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 and key deposit for **\$525.00** will be returned (within fifteen working days) upon completion of inspection after my function/event considering I have complied with the rules and regulations. If there are any damages done to the building, you will lose your deposit. **If the cost of damages exceed0 your deposit, you (the renter) will be responsible for any extra cost for repairs. Main Auditorium (Diameter 7400 sq. ft.)**

Multiple Days Rental Fee (Weekends Only)

Main Auditorium

Day One: Rental Fee: \$1200.00

Deposit Fee: \$500.00

Clean-Up Fee: \$150.00

Key Deposit: \$25.00

Every day after the 1st Day: \$600.00/day

Security Fee - \$30.00 per hour / per officer

Weekday Rental Fee (Monday-Thursday) 4 hour limit – 75 guests or less

No personal checks accepted unless balance is paid 30 days prior to scheduled event.

Sundays – 4 hour limit (for small events – 75 guests or less), anything larger you must rent the building for a full day at full cost.

Rental Fee: \$50.00/hour

Deposit Fee: \$525.00

Clean-Up Fee: \$150.00

**SCHOOL POLICY AND FEES
(Public and Private)**

**Weekdays (Monday – Thursday)
4 Hour Limit**

**Rental Fee - \$200.00
Clean-Up Fee - \$150.00**

NO EXCEPTIONS!

WEEKENDS

Regular rates apply.

NO EXCEPTIONS!

RENTING OF THE OPELOUSAS CIVIC CENTER

PROSPECTIVE RENTER calls Opelousas City Hall to request a date of interest for a function. Once that date is confirmed and documented on the calendar, the renter is informed that he/she has five (5) days from the date of scheduling to come in, complete a rental agreement, and pay the deposit of \$525.00. If the event is within the five (5) days of the date of scheduling, the RENTER is required to complete the rental agreement, pay the deposit, and the rental fee at the time of scheduling. **NO DEPOSIT WILL BE CARRIED OVER FROM YEAR TO YEAR.** Please understand that the deposit fee is separate from the rental fee. **UNDER NO CIRCUMSTANCES WILL THE CENTER BE HELD PASS FIVE (5) DAYS WITHOUT A DEPOSIT AND/OR FULL PAYMENT AND COMPLETION OF RENTAL AGREEMENT.**

CANCELLATION POLICY

If you need to cancel an event, you must do so at least 60 days prior to your scheduled event in order to receive your full deposit. Otherwise, you forfeit your deposit. **NO EXCEPTIONS!**

My signature below indicates that I agree to the above terms.

Signature

Date

The kitchen is equipped with a full size refrigerator, sink, an ice machine, and warmer. The center also provides, at no additional cost to the renter, a stage that measures 12x24 when fully assembled, as well as two portable bars, **703 chairs, 71/60' round tables and 15/72' rectangular tables.** The stage does have an assigned area with proper lighting and electrical outlets. **UNDER NO CIRCUMSTANCES SHOULD THE STAGE BE MOVED OR BROKEN DOWN BY ANYONE.** If the renter decides that he/she wants the stage to be moved or taken down, he/she must inform Mrs. McLendon at the time of rental. To move the stage or have it taken down, the renter will have to sign the contract stating such and will have to pay \$150.00, which comes out of the deposit.

A complete walk through will take place before and after each event in the presence of an authorized representative from the City of Opelousas and the Renter, and signed by the Civic Center manager upon completion.

MAIN AUDITORIUM

The main auditorium is available for an hourly rental rate of \$50 per hour not to exceed a 4 hour time limit **Monday through Thursday ONLY.** Maximum capacity for this rate is 75 guests. Parties and or banquets are not allowed in this time frame; otherwise, you will forfeit your deposit of \$525.00. The cleaning fee of \$150.00 is standard and mandatory. Tables and chairs are available at no additional cost. A security/damage deposit and key deposit in the amount of **\$525.00** is due payable to the **City of Opelousas** no later than five days from the date of scheduling. The balance of \$_____ is due by 3:00 p.m. **sixty (60) days** prior to the event considering time permits. If time does not permit, a payment of \$_____ must be paid in full upon date of scheduling. Failure to pay the balance by the date required will result in the cancellation of reservation and forfeiture of deposit. Your **sixty (60) days** will expire on _____ if cashier's check, cash, or money order **(NO PERSONAL CHECKS)** is not received by 3:00 p.m.

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. Discounts **do not apply** for the rental deposit or clean-up fee.

TIME RESTRICTIONS

The curfew for the Opelousas Civic Center is 1:00 a.m. At this time, all activities must cease, lights extinguished, and building secured. Everyone and everything (decorations and all personal items) must be off the premises **(NOT LEAVING)** by 2:00 a.m. The security guards and/or building monitor on duty will enforce this policy.

CONCESSION

Concession rights may be granted only under specifications as set by the City of Opelousas. 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 Opelousas.

The **LESSEE** or **PARTICIPANT** further agrees **NOT** to hold the City of Opelousas or City Officials liable for any accident, injury, theft, etc. that may occur before, during, or immediately after said performances.

SECURITY

Security is required for all events consisting of live entertainment and selling of alcoholic beverages. By signing this document, you have agreed to comply with the requirements as stated above. Should you choose to go against the requirements, you will lose your deposit. The Civic Center manager reserves the right to make unannounced appearances at any time during a scheduled event. Security will be done through the Opelousas Police Department. However, if you wish to use your own security, we will need documentation on official letterhead from the precinct. You must have your security in place and documentation submitted to the **CIVIC CENTER MANAGER** sixty days prior to your scheduled event or you will have to use security from the Opelousas Police Department.

NAME _____ OF _____ PRECINT _____

CHIEF OF POLICE _____
(Please Print Name)

SECURITY OFFICER(S) REQUIRED FOR THIS EVENT FROM _____ TO _____.

IS DOCUMENTATION FOR SECURITY ATTACHED? _____ YES _____ NO

WILL RENTER BE SELLING ALCOHOL? _____ YES _____ NO

RENTING PARTY'S SIGNATURE _____

CENTER MANAGER'S SIGNATURE _____

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OPELOUSAS POLICE DEPARTMENT
PH: (337) 948-2500
FAX: (337) 942-5346

This is to certify that arrangements have been made with _____ of the Opelousas Police Department to have _____ police officer(s) for this function at a rate of \$30.00 per hour per officer.

RENTER'S NAME: _____

DATE OF FUNCTION: _____

TYPE OF EVENT: _____

TIME OF FUNCTION: _____

RENTER'S PHONE NUMBER: (Home) _____ **(Cell)** _____

NUMBER OF OFFICERS _____ **X** _____ **NUMBER OF HOURS = \$** _____.

NAME OF OFFICER(S) ASSIGNED TO DETAIL (Please print):

1. _____

2. _____

3. _____

By signing below, the renter agrees that he/she will not be selling alcohol, nor will there be any type of live entertainment. Therefore, security is not required.

SIGNATURE OF POLICE CHIEF OR POLICE OFFICER IN CHARGE

DATE

SIGNATURE OF APPLICANT

DATE

NAME OF DEPARTMENT: _____

PH: _____

FAX: _____

This is to certify that arrangements have been made with _____ of the
(Person in Charge)

_____ to have _____ police officer(s) for this function at a rate of
(Name of Department)

\$30.00 per hour per officer.

RENTER'S NAME: _____

DATE OF FUNCTION: _____

TYPE OF EVENT: _____

TIME OF FUNCTION: _____

RENTER'S PHONE NUMBER: (Home) _____ **(Cell)** _____

NUMBER OF OFFICERS _____ **X** _____ **NUMBER OF HOURS = \$** _____.

NAME OF OFFICER(S) ASSIGNED TO DETAIL (Please print):

1. _____

2. _____

3. _____

By signing below, the renter agrees that he/she will not be selling alcohol, nor will there be any type of live entertainment. Therefore, security is not required.

SIGNATURE OF POLICE CHIEF OR POLICE OFFICER IN CHARGE

DATE

SIGNATURE OF APPLICANT

DATE

FILL IN APPROPRIATELY

TYPE OF EVENT: _____

TIME OF EVENT: _____

MAIN AUDITORIUM: MEETING ROOMS LOBBY ALL

SECURITY REQUIRED: YES NO

CLEAN-UP REQUIRED: **MANDATORY**

APPROXIMATE NUMBER OF ATTENDEES: _____ (Not to exceed 700)

ALCOHOLIC BEVERAGES SERVED YES NO

SETUP DAY & TIME

SETUP DAY BEFORE OR DAY OF EVENT

KEY ISSUED DAY BEFORE OR DAY OF EVENT

KEY DEPOSIT PAID YES NO

AMOUNT PAID: _____

KEY ISSUED BY: _____

(CITY EMPLOYEE'S SIGNATURE)

Keys **WILL NOT** be issued any sooner than 3:00 p.m. the day before the scheduled event. If you are renting the facility for your wedding and reception, then the key will be issued at 12:00 noon the day prior to your event. If you rent the center Monday through Thursday for up to four hours, you will receive the key the morning of your event. If the Civic Center is reserved the day prior to your event, the keys will be issued the morning of your event. **ALL KEYS MUST BE TURNED IN NO LATER THAN 12:00 NOON the first available business day.** **LOST or DAMAGED** keys will forfeit your key deposit. Should the renter or a representative receive the keys the day prior to their event, it will be for **SETUP PURPOSES ONLY**. Absolutely **NO** other activities are to take place. 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 and you will lose your full deposit.

SETUP/BREAKDOWN TIMES: Setup time will be no sooner than 3:00 p.m. the day before considering no previously scheduled event is taking place. In the event there is a function scheduled the night before your event, you will obtain the key the following morning after inspection, clean-up, and inventory. **The renter is responsible for replacing all tables and chairs to the carts provided for them.** Each cart should be stacked with 40 chairs per cart, no more no less. Tables should be 10-12 per cart. All carts must be placed back in the storage area prior to leaving the premises. **THE CITY OF OPELOUSAS DOES NOT SET UP OR BREAK DOWN TABLES/CHAIRS. THIS IS THE RESPONSIBILITY OF THE RENTER.**

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.

NO SMOKING: No smoking is allowed in the Opelousas Civic Center. The **RENTER** is responsible for informing all attendants at their function/activity of no smoking in any part of the Opelousas 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. **(SMOKING OUTSIDE ONLY) Please extinguish all cigarette butts in the ashcans provided.**

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 property, rented equipment, and garbage must be removed from the premises the night of the event. A dumpster, which is located on the east side of the building, is provided by the City.

FLOORS: When setting up, **DO NOT DRAG** tables and chairs. 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 OF THE BUILDING.**

WALLS: Absolutely **NOTHING** on the walls: **NO TAPING, GLUING, TACKING, OR COLORING** of any type on **WALLS, COLUMNS OR CEILING.**

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., you will lose your deposit. **AT NO TIME IS ANYONE ALLOWED TO STAND ON THE TABLES OR CHAIRS.**

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DECORATIONS: Any use of dance wax, bird seeds, rice, bubbles or similar items are **PROHIBITED** from being used in the Opelousas Civic Center or on the surrounding grounds. The Center Manager must approve ICE SCULPTURES beforehand. Failure to comply with this policy will 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 Opelousas Civic Center. This includes the following: torches, incense burners, pan warmers (unless authorized), and floating candles. Failure to comply with this policy will result in forfeiture of your deposit.

ELECTRICAL APPLIANCES: The use of electrical appliances such as hair dryers, curling irons, flat irons, blow dryers, or pressing combs **IS NOT PERMITTED** inside the Opelousas Civic Center. Failure to comply with this policy will result in shutting down your event and forfeiture of your deposit.

CENTER AREA: The center should be cleaned (**INSIDE AND OUTSIDE**) by the ending time stated in the contract. All items brought in by applicants must be removed immediately following the function. The Center Manager or the City of Opelousas **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. **THE RENTER IS RESPONSIBLE** for the removal of trash from the parking lot, tables, floors, kitchen, and stage area. Trash bags must be removed from receptacles immediately following the function and placed in **LARGE DUMPSTERS LOCATED OUTSIDE NEAR THE SERVICE ROAD.**

KITCHEN: Due to the number of electrical outlets provided, items must be distributed evenly throughout the room when heating food/etc. No food or beverages should be left in the refrigerator. Anything left in the refrigerator will be thrown out during cleanup. The center does not have a stove. **NO COOKING ALLOWED.**

LIQUOR/DRINKS: Ice chest/drinks must be placed in the bar area only. **ABSOLUTELY NO** beer bottles allowed. All ice chest/kegs, etc. must be placed on **MATS.** **BARTENDERS:** **STATE LAW** states that all bartenders **MUST BE 21 YEARS OF AGE** in order to serve and or sell alcoholic beverages. If liquor is being **SOLD**, a license from **ATC** is required. **A COPY OF THE LIQUOR LICENSE MUST BE TURNED IN TO THE OPELOUSAS CIVIC CENTER MANAGER** and accessible at all times during the event.

ENTRIES: No marked **FIRE EXITS** are to be obstructed by stationary items (chairs, tables, etc.). This is a State Fire Code Requirement.

SECURITY: Security is required at **ALL EVENTS THAT SELL ALCOHOL AND EVENTS THAT HAVE LIVE ENTERTAINMENT.** Security officers will enforce all violations, including the no smoking policy inside the Opelousas Civic Center as well as crowd control and parking lot restrictions.

TEEN EVENTS: All teen events must cease by 12:00 p.m. (midnight) on Friday and Saturday and 11:00 p.m. on Sunday thru Thursday. All teen events are required to have two (2) adult chaperones as

well as security paid for by the renter and provided by the Opelousas Police Department. Security **MUST BE** arranged and paid for in advance.

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NOTES: All payments are made to the City of Opelousas. The City of Opelousas and the Opelousas Civic Center **WILL NOT** be responsible for items or equipment left at the center.

THE RENTER SHALL, AT THE RENTER'S COST AND EXPENSE, DEFEND, INDEMNITY, AND HOLD FOREVER HARMLESS THE CITY OF OPELOUSAS, ITS ELECTED OFFICIALS, AND EMPLOYEES FROM ANY AND ALL CLAIMS OF ANY KIND, CHARACTER, OR NATURE WHATSOEVER MADE AND/OR ASSERTED BY ANYONE WHOMSOEVER AS A RESULT OF RESULTING FROM, AND/OR IN ANY WAY CONNECTED WITH THE OPELOUSAS CIVIC CENTER. FAILURE TO COMPLY WITH ANY OF THE ABOVE MENTIONED MAY RESULT IN CANCELLATION OF RESERVATION AND FORFEITURE OF DEPOSIT.

Renting Party's Signature

DATE

**Opelousas Civic Center
1638 Creswell Lane Extension, Suite 2
Opelousas, LA 70570**

**WHEN MAILING YOUR CONTRACT, CASHIERS CHECK, OR MONEY ORDER
PLEASE USE THE ADDRESS LISTED BELOW:**

**Opelousas City Hall
ATTN: Mayor's Office
P.O. Box 1879
Opelousas, LA 70571-1879**

HOLD HARMLESS AGREEMENT

For all Renters:

I, _____, individually, and (where applicable) on behalf of [(business name - _____), a (type of business entity - _____)], and sometimes hereinafter referred to as "Appearer", declares that for, and in consideration of, the right to participate as a lessee of the Opelousas Civic Center located at 1638 Creswell Lane Extension, Suite 2, Creswell Lane, Opelousas, LA. Appearer does expressly agree to fully defend, indemnify and hold forever harmless the City of Opelousas and the Louisiana Department of Agriculture and Forestry of, and 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 Appearer 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 Appearer's participation and/or involvement in the Opelousas 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.

WITNESS:

APPEARER
BY:

ACCEPTED BY THE CITY OF OPELOUSAS

