



If you have questions regarding your rental, please email: cguilbeau@stmartinville.net

CITY OF ST. MARTINVILLE

Park Rental

REQUESTED BUILDING:

Please select facility

- Sterling-Alexander Building**
 - Magnolia Recreation**
 - Magnolia Park Pavilion**
 - Adam Carlson Park**
 - Building: Magnolia Park**
 - 1805 N. Main Street
- 800 Isadore Drive
82 Capacity
- 1805 N. Main Street
121 Capacity

RENTAL DATE: _____ FUNCTION START TIME: _____ FUNCTION END TIME: _____

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

PHONE NUMBER: _____ EMAIL: _____

THE ABOVE ADDRESS WILL BE USED FOR SECURITY DEPOSIT REFUND. ALL REFUNDS ARE MAILED. IT IS THE RESPONSIBILITY OF THE RENTER TO NOTIFY THE CITY IN WRITING, SHOULD THE ADDRESS CHANGE.

PLEASE LIST TYPE OF EVENT: _____

IF YES , SECURITY MUST BE OBTAINED AND PAID AT THE CURRENT RATE ESTABLISHED BY THE ST. MARTINVILLE POLICE DEPARTMENT

WILL ALCOHOL BE PRESENT? (Please circle)

WILL ADMISSION BE CHARGED? (Please circle)

Rates

PAVILION RATE ONLY: Security Deposit \$50 Rental Fee \$150 for Allday

INDIVIDUAL RATE

Security Deposit \$150.00

All renters are required to pay a security deposit due at the onset of this agreement. No reservation will be honored without an initial security payment of \$150.00

Refund will be returned within 30 days of rental date. The cost of any damages, overages of hours or any violation of terms will be deducted from the security deposit

Rental fee \$100.00 per hour

Total amount owed is due at least 30 days prior to the event date.

Non-Profit & Repass Rate

Security Deposit \$150.00

All renters are required to pay a security deposit due at the onset of this agreement. No reservation will be honored without an initial security payment of \$150.00

Refund will be returned within 30 days of rental date. The cost of any damages, overages of hours or any violation of terms will be deducted from the security deposit

Non-Profit & Repass Rate

Rental fee flat rate \$100.00 for 4 hours

In order to obtain the Non-Profit rate, you must provide proof that your organizational status is current and has 501-c3 status with the IRS

*****Additional time** is allowed at the **rate of \$50.00 per hour**

Inflatables

Waterslides

The use of waterslides or any activities that consist of water is **prohibited on all properties**

Inflatable Jumps

The use of inflatable jumps that do not require water is allowed only in designated areas, providing you obtain approval by the City Administration, prior to your event.

Cancellation Policy

The renter must request cancellation in writing at least 30 days prior to the event for a full refund of the Security Deposit and Rental Fees. If cancellation is not made with the 30 day time period, the Security Deposit will be forfeited, but the Rental Fees will be refunded.

Terms

1. Facility will be opened for decorating prior to the event. **Renter will be allowed 1 hour decorating time for each rented hour.** Extra decorating hours may be purchased after 5am on the same day of event , at a rate of \$50.00 per hour. **DAY BEFORE EVENT DECORATING IS PROHIBITED. Decorating time must run consecutive to event. If renter is not on time for the opening of the building, extra time WILL NOT be allowed.** The City of St. Martinville or its personnel is not responsible for personal or valuable possessions left unattended.
2. **No staples, nails tape, glue guns, or use of any instruments that will puncture or damage wall, woodwork or ceiling tile are allowed. No decorations are allowed to hang from the ceiling. All decorations shall be free-standing and not attached to the walls or ceiling.** RENTER WILL PAY \$150.00 MINIMUM DAMAGE FEE FOR THE USE OF ANY OF THE ABOVE-MENTIONED PROHIBITED ITEMS. Damages due to any violations may determine renter's ability utilize facilities in the future.
3. **The city maintains an inventory of tables and chairs for use by the renter. Removal of City property for any facility is PROHIBITED.** Tables and chairs belonging to the city shall not be removed from the buildings or premises. If your event requires table and chairs for outside use, you **MUST** provide your own.
4. **Stoves in all facilities are for warming ONLY. Cooking food is PROHIBITED.** DO NOT DISPOSE OF OIL OR GREASE OR ANY FOODS CONTAINING OIL/GREASE IN SINK. Kitchens must be left clean after use. Trash cans must be emptied and all appliances cleaned. **It is the Renters responsibility to return the kitchen to its prior state (CLEAN). DEPOSIT FEE WILL BE FORFEITED .**

Terms

5. **The use of Tobacco/vaping is strictly prohibited within the facility. No confetti/Sparklers/Fireworks/Production Fog/ are allowed.** (VIOLATORS WILL BE ESCORTED OFF THE PREMISES AND SECURITY DEPOSIT WILL BE FORFEITED FOR VIOLATION OF THIS TERM).
6. **NO WEAPONS OR GUNS ARE ALLOWED ON CITY PROPERTY.** (VIOLATORS WILL BE ESCORTED OFF THE PREMISES AND SECURITY DEPOSIT WILL BE FORFEITED FOR VIOLATION OF THIS TERM).
6. **CLEAN UP:** It is the responsibility of the to return the facility to its original state. Renter is not required to pick up tables and chairs. Renter is allowed **one hour** to clean up following the event. **Building must be returned to its original state. This includes but is not limited to- removal of all decorations, food and disposal of garbage, cleaning of kitchen, if used.**
7. **Event Time: All events at city facilities shall end at the locations designated times: Magnolia Recreation Building (12:00 AM) / Sterling-Alexander Building at Adam Carlson Park (2:00 AM)**
State laws and City ordinances supersede this contract
8. **ALCOHOL:** All alcohol laws apply to city property. In accordance with the law, if alcohol is sold, a special events permit must be obtained . A copy of said-permit and insurance must be provided at least 1 month prior to the event. If anyone under the legal age is observed drinking, the City of St. Martinville reserves the right to close down the facility and remove guests.
9. **SECURITY: If Alcohol is present, security must be obtained directly from the St. Martinville City Police at renter's expense, at least 5 days prior to the event, at the rate of \$40.00 per hour. Proof of security must be provided prior to the event.**

City of St. Martinville Police Department

105 New Market Street, St. Martinville, LA 70582
(337) 394-3001

10. **DAMAGES:** Renter shall hold the City of St. Martinville harmless against liability resulting from the use of the facility for any event, and agrees to hold the City of St. Martinville harmless against liability, loss or injury , to any person attending any event , or otherwise injured on the property during the event. **Renter will be responsible for any damages incurred for their event. The cost of the damages will be deducted from the renter's deposit. Should the deposit not satisfy the cost of the damages, the renter will be responsible for the balance. Any Damages to the property is the responsibility of the person signing the contract.**

8. **CITY EMPLOYEES/BUILDING KEYS:** City employees will only take instruction from the Renter and/or person(s) who signed the contract. **City Employees and the City of St. Martinville ARE NOT RESPONSIBLE for anything left** in the building at any time. **Building keys WILL NOT be given out to renter.**

Table & Chair Request

max. 10 for tables

**(Customer Requested)
OPEN/RE-OPEN TIMES
FOR DECORATING ONLY**

of ROUND TABLES _____

of SQUARE TABLES _____

of CHAIRS _____

Pavilion Rental Only (Magnolia Park)

_____ Total Amount To Be Collected

Deposit- \$50.00

Rental Rate -\$150.00 for All Day Rental

For Office Use Only

Regular Rental Rate

_____ Total Amount To Be Collected

Deposit- \$150.00

of Event Hours
(\$100.00/hr)

For Office Use Only

of Extra Decorating Hours (\$50.00/hr)
(If applicable)

For Office Use Only

Non-profit Repass

_____ Total Amount To Be Collected

Deposit- \$150.00

of Event Hours
(\$100.00 for 4 hrs)

of Extra Hours (\$50.00/hr)
(If applicable)



Signature of Applicant

Date

ACKNOWLEDGMENT

I have read and understand this document and agree to comply with the terms and rate set forth in the contract executed this _____ day of _____ 20 _____.

*****I understand that if any of the terms of the contract are violated, I will forfeit a portion of my security deposit or the deposit in full. (THIS ALSO PERTAINS TO EXCEEDING THE CONTRACTED SETUP & RENTAL HOURS)**

 _____
INITIAL

If this lease is signed on behalf of an organization, the undersigned warrants and represents that they have full authority to sign this lease on behalf of the organization.



Signature of Applicant/Lessee

Date

LEASE AND INDEMNITY AGREEMENT

The City of St. Martinville, Louisiana, hereinafter referred to as "Lessor and _____ hereinafter referred to as "Lessee", witnesseth: Lessor has entered into the attached Lease and Indemnity Agreement with Lessee for the temporary use of Property owned by the City of St. Martinville.

As an additional condition to this Lease agreement, without which this Lease would not have been granted, the Lessee does hereby agree to abide by all requirements and restrictions of any Orders by the State of Louisiana, or by St. Martin Parish, governing public or private gatherings as a result of the Covid-19/Coronavirus pandemic, and further agrees to hold the City of St. Martinville harmless from then results of any violations of such orders, Lessee or Lessee's invitees.

If Lessee is not an individual, the undersigned warrants that he/she has full authority to sign this agreement on behalf of the Lessee organization.



Signature of Applicant/Lessee

Date

I have received a copy of this signed agreement in its entirety

 _____
INITIAL