

## PONCHATOULA AREA RECREATION DISTRICT NO. 1 EVENT BUILDING RENTAL AGREEMENT

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Terms and conditions of the lease are as follows:

1. All those applying for a pavilion rental must be at least 21 years of age. A copy of a driver's license is to be included with rental agreement.
2. Ponchatoula Area Recreation District No. 1 does hereby rent to the tenant the Event Building: (Kitchen, Event Room, and restrooms-Maximum 243 people).
3. Two (2) Tangipahoa Parish Sheriff Deputies will be required for any event where alcohol is present. Alcohol consumption and security will be verified by the PARD employee on duty during your event.
4. No smoking allowed anywhere inside the building.
5. No pets allowed.
6. Tenant is responsible for any and all damages that occur during his lease of the building.
7. Tenant may not use nails, screws, staples or any device that penetrates the wall surface.
8. Tenant may not decorate until the day of the event unless prior arrangements are made.
9. Tenant should bring any and all things necessary for their use including pots, pans, utensils, tablecloths, etc. as required.
10. Tenant may use stove, ovens, refrigerator, microwave, chairs, tables, warmers, and coffee maker as well as utensils.
11. Tenant may not remove any equipment i.e. tables, chairs, kitchen equipment, or supplies from the building.
12. As per the Fire Marshal rules, there will be no frying inside the building.
13. Tenant is responsible for kitchen clean-up including all pots, pans, utensils, etc.
14. Tenant must have cleaned kitchen and removed all personal property by 11:00 a.m. of the day following the rental date.
15. Bookings made within seven (7) days require cash only or cashier's check.
16. Events held on Sunday through Thursday will end no later than 10:00 p.m. Events held on Friday or Saturday will end no later than 12:00 a.m. (midnight).
17. There will be an additional \$50 fee to offset the cost of waste management if the event will contain crawfish/seafood of any kind.
18. Please follow all park rules. Rules are posted throughout the park and at [www.pard1.com](http://www.pard1.com).
19. **PARD reserves the right to request any individual and/or groups not obeying park rules and/or doing any activity deemed inappropriate or dangerous to leave the premises.**

CANCELLATION POLICY: LESS THAN 72 HOURS (3 DAYS) NOTICE – FORFEIT DEPOSIT.

If the number of guests exceeds the agreement, the security deposit return will be null and void.

If there is an altercation at the Event Building and police have to be called, you will lose your damage deposit.

A PARD employee will inspect the building and make recommendations to the Ponchatoula Area Recreation District No. 1 Board concerning the return of the security deposit.

**Deposits will be forfeited if ALL of the terms of this agreement are not met.**

**PONCHATOULA AREA RECREATION DISTRICT NO. 1**

**EVENT BUILDING RENTAL**

RENTER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NO. OF GUESTS: \_\_\_\_\_

DATE AND TIME OF EVENT:  
\_\_\_\_\_

WILL THERE BE ALCOHOL AT THE EVENT? \_\_\_\_\_ SECURITY VERIFIED BY: \_\_\_\_\_

**FEES**

MINIMUM RENTAL 5 HOURS -\$450—MAXIMUM RENTAL 12 HOURS -\$750

RENTAL FEE: \$450.00 BASE FEE \_\_\_\_\_

ADDITIONAL TIME \$50.00 PER HR. \_\_\_\_\_

WASTE MANAGEMENT FEE \$50.00 \_\_\_\_\_

SECURITY FEE \$250.00 \_\_\_\_\_

ADDITIONAL SECURITY FEE (\$50 PER HOUR) \_\_\_\_\_

DAMAGE DEPOSIT: \$200.00 \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

AMOUNT RECEIVED \_\_\_\_\_

AMOUNT OWED \_\_\_\_\_ DUE BY \_\_\_\_\_

NO CASH PLEASE. CHECKS OR MONEY ORDERS MADE PAYABLE TO PARD.

RENTER HEREBY AGREES TO ALL RULES AND REGULATIONS OF THIS CONTRACT.

\_\_\_\_\_  
SIGNATURE OF RENTER DATE

\_\_\_\_\_  
SIGNATURE OF PARD REPRESENTATIVE DATE