

DATE OF EVENT: \_\_\_\_\_ Date Deposits Received: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**VENUE RENTAL AGREEMENT – CITY OF D’IBERVILLE**

In consideration of the City of D’Iberville (hereafter “City”) renting the \_\_\_\_\_  
(hereafter “Venue”) to \_\_\_\_\_ (hereafter “Renter”), the City and Renter agree to the following:

**RENTAL:** Renter agrees to pay the City \$ \_\_\_\_\_ on or before the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ for the Venue.

**SECURITY DEPOSIT:** Renter shall make a security deposit of \$300 on or before two weeks following the booking of the Venue.

**CLEANING DEPOSIT:** Renter shall make a security deposit of \$400 on or before two weeks following the booking of the Venue.

**KEYS:** If your event is on a Saturday or Sunday you may pick up the keys at City Hall the Friday before and return them on the following Monday. Failure to return the Venue key shall incur a \$25 fee. This will be kept from your security deposit funds.

**SECURITY:** Are alcoholic beverages of any type being served? YES \_\_\_\_\_ NO \_\_\_\_\_. If YES, the Renter shall provide at least one (1) uniformed off duty, City of D’Iberville police officer during the entire event. An additional officer may be required depending on the number of guests. The Renter is to secure and pay all costs to such security in cash following the event. **Contact Officer Knapp at (228) 297-4988.**

**PROHIBITED ACTIVITIES:** Gambling and any illegal activity are prohibited at the Venue.

**DECEPTION BY RENTER:** If the Renter misleads the City in any way in reference to renting the Venue. It will result in forfeiture of the deposits and the future use of the Venue will be denied.

**USE OF THE VENUE:** The following are general rules governing the use of the Venue. Recognizing it is impossible to foresee the needs of each and every kind of event, the City reserves the right to make additions or deletions to these general rules:

- A. Renter shall coordinate with the Venue Management Team (hereafter “Management”) the times available for event preparation.
- B. Tacks, nails, staples and like materials shall not be used anywhere on the Venue premises. Only painters’ tape shall be used to secure decorations and other objects to any Venue surface.
- C. All tables must have appropriate covering when food and beverages are served.
- D. No glass bottles are allowed in the Venue under any circumstances.
- E. Under no circumstances shall tables, chairs, or any other equipment be removed from the facility for any purpose.
- F. Renter certifies that he/she is at least twenty-one (21) years of age.
- G. This is a smoke free Venue; therefore, smoking is PROHIBITED. Violations of the rules and regulations pertaining to the Venue will result in forfeiture of deposits and the future use of the Venue will be denied.
- H. All food must be prepared in advance, unless prior approval is given by Management to use the kitchen. In any event, the Renter shall be responsible for cleaning the kitchen after the event.
- I. No bubble/smoke machines are allowed inside the Venue.
- J. **NO FRYING OR BOILING SHALL BE ALLOWED INSIDE OR OUTSIDE THE VENUE.**
- K. **ALL FOOD MUST BE PREPARED BEFORE ARRIVAL (I.E. FRESH POULTRY, SEAFOOD, ETC.)**
- L. **THE A/C UNIT SHALL NOT BE SET BELOW 70 DEGREES FOR ANY REASON. IF THE UNIT IS FOUND TO BE SET BELOW THIS TEMPATURE, RENTER SHALL FORFEIT \$100.00 OF HIS/HER DEPOSIT FOR MAINTENANCE ON THE UNIT. TEMPATURES BELOW 70 CAUSE THE UNIT TO FREEZE REQUIRING SERVICE.**

**INSPECTION/DEPOSIT:** Management will conduct an inspection of the premises following the Renter’s event. It is specifically agreed and understood, for the Renter to receive a return of the full deposit, that the Venue must be left in the same condition as it was received. In the sole discretion of the Director, the entire deposit and/or any portion thereof may be retained, should the condition of the facility not be in a satisfactory state of cleanliness and/or damage has been done.

**DAMAGE TO THE VENUE:** Renter accepts full responsibility for any damage done to the Venue, occurring during the event, and shall be responsible for payment of all costs of such damage over and above the deposit made by the renter.

**CANCELLATION OF THE EVENT:** In the event, notice of cancellation is received **less than one (1) month prior to the event date**, the rental fee shall be forfeited. However, the deposits shall be returned to the Renter.

**WEATHER EVENT: In the event, the City declares a State of Emergency for any weather-related event, this contract will be subject to cancellation and fees will be refunded to the Renter.**

**RENTAL PAYMENTS: All rental fees and deposits must be paid in CASH (exact change) or CHECK, made payable to the City of D’Iberville.**

Witness the signature of Renter on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

City of D’Iberville Venue Management

Renter Name and Phone Number

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