

DATE OF EVENT: _____ DATE DEPOSITS RECEIVED: _____

TIME OF EVENT: _____ TYPE OF EVENT: _____

VENUE RENTAL AGREEMENT – CITY OF D’IBERVILLE

In consideration of the City of D’Iberville (hereafter “City”) renting the **(Circle one venue location):**

Community Center Recreation Center Town Green Fountain Pier Julius L. Taranto, Sr. Farmer’s Market
 (hereafter “Venue”) to

(Renter’s Name, please print) _____ (hereafter “Renter”, the City and Renter agree to the following:

RENTAL: Renter agrees to pay **Deposits** within two (2) weeks of initial booking and **Rental Fee** of \$ _____ on or before the **Date: (Due one month prior to rental date)** _____ for the Venue.

- ❖ **SECURITY DEPOSIT:** A security deposit of **\$300. Shall be paid within two weeks of the initial booking of the Venue to hold the booking.** This deposit will cover any incidental damage to the building or property. A reduced security deposit of **\$100** will be required to rent **Fountain Pier or Julius L. Taranto, Sr. Farmer’s Market.**
- ❖ **CLEANING DEPOSIT:** A cleaning deposit **shall be paid within two weeks of the initial booking of the Venue to hold the booking.** This deposit is to ensure the venue is correctly and completely cleaned. (The amount of the cleaning deposit is determined by the location and type of event.)

- **Community Center \$1000**
- **Town Green or Recreation Center**
 - **Category 1 - \$500**
 - **Category 2 - \$750**
 - **Category 3 - \$1000**

- ❖ **DEPOSIT RETURNS:** Both the Security and Cleaning deposits shall be returned to the renter following their event, provided there is no damage to the building or property and the venue is left completely clean. Deposit checks will be shredded if they aren’t picked up when the keys are returned or at the request of the renter.
- ❖ **KEYS:** If your event is on a Saturday or Sunday, you may pick up the keys at City Hall the **Friday before your event and return them on the following Monday, or following workday if Monday is a holiday.** Failure to return the Venue key shall incur a **\$25 fee.** This will be retained from your security deposit funds if other arrangements are not made.

SECURITY: Are any alcoholic beverages of any type being served: **YES** _____ **NO** _____ **UNSURE** _____

A decision must be made 2 weeks prior to the event to allow for security scheduling.

If YES, the Renter shall secure at least one (1) uniformed off-duty 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, upon arrival to work the event. \$30 per officer per hour, with a minimum of four (4) hours. All security must be scheduled and coordinated through Captain Knapp with the D’Iberville Police Department 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 every kind of event, the City reserves the right to make additions or deletions to these general rules:

- ❖ Tacks, nails, staples, and like materials shall not be used anywhere on the Venue premises. Only painters' tape shall secure decorations and other objects to any Venue surface.
- ❖ All tables must have appropriate covering when food and beverages are served.
- ❖ No glass bottles are allowed in the Venue under any circumstances.
- ❖ Under no circumstances shall tables, chairs, or any other equipment be removed from the facility for any purpose.
- ❖ The renter certifies that he/she is at least twenty-one (21) years of age.
- ❖ This is a smoke-free Venue; therefore, **smoking is PROHIBITED**. Violations of the rules and regulations pertaining to the Venue will result in forfeiting of deposits and the future use of the Venue will be denied.
- ❖ No bubble/smoke machines are allowed inside the Venue.
- ❖ No bounce houses, waterslides, or ball pits are all allowed at any venue inside or outside.
- ❖ **No items may be staked, anchored, or otherwise inserted into the ground** on the Town Green's artificial turf under any circumstances.
- ❖ The renter shall coordinate with the Venue Management Team (hereafter "Management) the times available for event preparation.
- ❖ **Renter shall be responsible for cleaning the entire venue following their event.**
- ❖ **Rentals may be booked up until 12 PM the day of. If a booking is a last-minute rental, all fees shall be paid in full at the time of booking.**
- ❖ **FULL-DAY RENTALS WILL ALLOW FOR ENTRY AT 8AM AND GUESTS MUST BE GONE BY 12 AM. Renters may remain following guests' departure to ensure the venue is cleaned completely.**
- ❖ **ANY RENTER WISHING TO ENTER THE VENUE EARLY (THE DAY PRIOR, TO SET UP) MAY ENTER AFTER 5 PM, AS LONG AS THE VENUE IS NOT ALREADY BOOKED.**
- ❖ **ANY RENTER WISHING TO ENTER THE VENUE EARLY (THE DAY PRIOR, TO SET UP) BEFORE 5 PM BUT NOT BEFORE NOON SHALL INCUR A \$50 CHARGE FOR EARLY ENTRY, THIS FEE MUST BE PAID WHEN THE KEYS ARE PICKED UP.**
- ❖ **NO EARLY ENTRY WILL BE ALLOWED PRIOR TO NOON THE DAY BEFORE THEIR SCHEDULED BOOKING.**
- ❖ **SOME FOOD MUST BE PREPARED BEFORE ARRIVAL.**
 - A. There shall be no frying of food inside the venue at any time. Frying of food outdoors may be permitted, subject to approval by the Parks and Rec Director.
 - B. Cooking indoors with seafood boil is not permitted. Boiling of seafood outdoors may be permitted, subject to approval by the Parks and Rec Director.
- ❖ **THE A/C UNIT SHALL NOT BE SET BELOW 70 DEGREES FOR ANY REASON. IF THE UNIT IS FOUND TO BE SET BELOW THIS TEMPERATURE, THE RENTER SHALL FORFEIT \$100 OF HIS/HER DEPOSIT FOR MAINTENANCE ON THE UNIT. TEMPERATURES BELOW 70 CAUSE THE UNIT TO FREEZE REQUIRING SERVICE.**

***Note to renters: If you want to use the stage spotlights, available at the Community Center, please get with management to see if they are available for use. Early notification is required to ensure they are ready for use when they are needed.**

RENTAL PAYMENTS: All rental fees and deposits must be paid in **CASH (exact change), CHECK, or CREDIT CARD** made payable to the **City of D'Iberville**. All returned checks will be subject to a **\$50 NSF fee**. **Payments made less than thirty (30) days prior to the event date must be paid in cash or by credit card. Checks will not be accepted for last-minute payments.**

INSPECTION/DEPOSIT: Management will conduct an inspection of the premises following the Renter's event. For the Renter to receive a full deposit return, it is specifically agreed and understood that the Venue must be left in the same condition 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.

LEFT BEHIND ITEMS: Any personal items, rental equipment, or decorations left in the facility after the event are left at the renter's own risk. The City of D'Iberville is not liable for loss, theft, or damage. Items will be held only until the close of business on the following business day.

DAMAGE TO THE VENUE: The 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: If a notice of cancellation is received less than one (1) month before **the event date**, the rental fee shall be forfeited. However, the deposits shall be returned to the Renter. Hardships will be considered for last-minute cancellations.

WEATHER EVENT: If 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.

PROOF OF INSURANCE: Subject to the extent of an event, the City reserves the right to request proof of insurance, a copy of a privilege license, registration of sales tax, etc.

City of D'Iberville Venue Management

Renter signature, phone number, email:

Witness the signature of the Renter

Date: _____

Below to be filled out by COD Employee

SHRED DEPOSIT CHECK YES _____ **NO** _____ **KEY # GIVEN** _____ **KEY RETURNED** _____