* Check Appropriate Box
* Civic Center Auditorium
* Civic Center Ball Room
* Civic Center Mural Room
* Parade/March/ Pavilion &Festival Grounds
* Check Appropriate Box
* MLK Center
* Green Room
* Pool at Green Room
* Southside Center
* Depot Square
* Pavilion

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s / Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Inside City Limits: \_\_\_\_ (Yes) \_\_\_\_ (No)

Organization Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charging Admission: \_\_\_\_ (Yes) \_\_\_\_ (No)

Expected number of people? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If yes, how much? \_\_\_\_\_\_\_

Check one of the following: \_\_\_ Business Event \_\_\_ Non-Profit Event \_\_\_ Civic Organization Event

**Event Time:**

Set-up Start: \_\_\_\_: \_\_\_\_ Am/ PM, Event Start \_\_\_\_: \_\_\_\_ AM/ PM, Event End \_\_\_\_: \_\_\_\_ AM/PM, Clean-up End: \_\_\_\_: \_\_\_\_ AM/ PM

The agreed-upon date and time period for an event includes all set-up and clean-up time associated with the function. NO ADDITIONAL TIME IS ALLOWED. **All renters of City owned buildings need to vacate the building by midnight. The only activity allowed after midnight is clean-up until 1 AM. Security must be onsite until tenants has locked and vacated the building. Any tenants requesting a time extension beyond midnight must have Council approval at least one month prior to rental date. It is the tenant’s responsibility to ask to be on the Council agenda one (1) week prior to the meeting.** All occupants must vacate premises at the end of lease time – NO EXCEPTIONS. **See the Building Deposit Information Sheet Table for time references.**

**Deposit/Rent/Cancellation/Forfeits:**

Deposit/ Rent:

Deposits are due at the time of booking. Any cancellation from thirty (30) days up to the actual rental date will result in forfeit of the whole deposit. Transfers may only be administered within the *same* building, and only if a thirty (30) day notice is given. Deposit will be refunded at least a week after the event. All rental payments must be paid in full at least fourteen (14) days prior to rental date - NO EXCEPTIONS. Any required documentation, such as: security guard names that are assigned to event, insurance, set-up format / drawing, etc., need to be provided fourteen (14) days prior to rental date. If not, deposit will be forfeited and any additional set-up may not be guaranteed and additional late fees may apply to set-up fee. All businesses, Non-Profit groups, and Civic Organization must pay **ALL** payments with a check with that organization’s name. No personal check or cash will be accepted for any business, Non-Profit, and Civic Organization events.

Cancellation/ Failure to comply:

Any and all failures to comply with all obligations of this contract shall result in the forfeiture of the *entire* deposit. If building is **not** restored: to its original clean, damage and trash free condition, *entire* deposit will be forfeited. Keys *must be returned* to the Police Station, after clean-up the same day as the event. The *$100* of thedeposit will be forfeited in the event the keys are lost, stolen, not returned, or returned late. Any cancellation from thirty (30) days up to the actual rental date will result in forfeiture of the *entire* deposit. Any cancellation by Applicant fourteen (14) days prior and up until the actual event will result in forfeitures of deposit and rent payment. *The City of Rayne has the right to cancel an event with full refund because of unforeseen and uncontrollable circumstances.* **Please note:** The City of Rayne may cancel an event, with limited notice, due to contractual obligations with several Emergency Preparedness Agencies. Any cancellation due to these circumstances will receive a full refund**.** Without limiting any and all other rights of the City of Rayne, *the failure* of Applicant, Authorized Representative, or any responsible person designated pursuant *to comply* with any and all obligations of this Contract, shall be *grounds for refusal* by the City of Rayne to allow Applicant, Authorized Representative and any such responsible persons, *future lease*, use, or occupancy of any and all other City of Rayne facilities**.**

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Age:**

(School sponsored events only) Are members of the event under the age of 21? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Without relieving Applicant from any and all obligations under this Contract, the City of Rayne reserves the right to require one or more responsible persons on-site at all times during the function specified herein, all of whom shall be over the age of Twenty-one (21). For all student-sponsored functions and for any organization in which any members are under the age of 21, the number of Responsible Persons on-site shall not be less than eight (8). Responsible persons on-site shall provide the City of Rayne with their full name, current address, current telephone number, a copy of their driver licenses, and have such personssign a copy of this Contract, at City Hall in Rayne at least fourteen (14) days prior to the function specified herein, in default of which the City of Rayne, may cancel the function without further obligation and retain any deposit and advance payment of rent. Without relieving Applicant from any and all obligations under this Contract, each authorized person designated by Applicant shall be fully responsible, individually, collectively, and with Applicant, for the on-site operation of the function specified herein in full compliance with all obligations of this Contract. **(See Under 21 & Alcohol Disclosure Sheet)**

**Alcohol:**

Will alcohol be present at the event? \_\_\_\_ (Yes) \_\_\_\_ (No) Will alcoholic beverages be sold during the event? \_\_\_\_ (Yes) \_\_\_\_ (No)

 If yes, what type: \_\_\_\_ Beer \_\_\_\_ Wine \_\_\_\_ Hard Liquor

If alcohol is being sold, a Special Event Permit and Alcohol Beverage License from both City and State are required. *NO* alcohol maybe present, sold, served, or consumed on the leased premises during an event, **including a BYOB event,** in which the members are under the age of twenty-one (21). SECURITY IS REQUIRED for ALL events in which alcohol will be sold. NO alcohol can be sold or consumed on Sunday at Pavilion or any other building EXCEPT for beer with a Special Events Permit. **(See Under 21 & Alcohol Disclosure Sheet)**

**Food:**

Will food be sold at this event? \_\_\_\_ (Yes) \_\_\_\_ (No)

The City of Rayne Permit To Sell Food is required, which stipulates that: the food must be prepared in a Board of Health certified kitchen. There is a $50.00 charge for this license in addition to the building rent.

**Security:**

Is Security required for the event? \_\_\_\_ (Yes) \_\_\_\_ (No)

 If yes, How many officers? \_\_\_\_\_\_\_\_

The City of Rayne reserves the right to require Applicant to hire City of Rayne Police Officers to be present to provide security to the event. The number of security required for any particular function shall be determine by the City of Rayne Chief of Police in its sole, uncontrolled discretion, but shall not be less than the number specified on **the Centers Building Information Table**. Police Rates are as follow: $20.00 an hour and $30.00 an hour on City recognized holidays. Hiring security can be made through the City of Rayne Police Department and final signed contracts for the hiring of all required officers must be presented to the City of Rayne at least fourteen (14) days prior to the event specified herein, in default of which the City of Rayne may cancel the event without further obligation and retain any deposit and advance payments of rent. Please note that any City Official or Police Officers reserve the right to shut –down the event if the event becomes dangerous or out of control.

Security Officers for the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Permits/ Licenses:**

Are permits required for this event? \_\_\_\_\_ (Yes) \_\_\_\_\_\_ (No)

 If yes, what kind? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are Licenses required for this event? \_\_\_\_ (Yes) \_\_\_\_\_ (No)

 If yes, what kind? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Attach copy of any permit/ licenses required)**

**Charging Admission:**

Charging admission at the door will only be allowed for recognized schools, recognized business or individual with a City of Rayne Occupational License, Non-Profits with proof of an IRS 501 (c)(3), Civic Groups with proof of an IRS 501 (c)(4) or Louisiana Department of Revenue Sales Tax Exemption Certificate for leasing of the Civic Center Auditorium, Ball Room, Mural Room or Pavilion only ***–*** *all other properties may* ***NOT*** *charge admission regardless of status.*

**Civic or Non Profit Groups:**

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Non-Profit IRS Status or State Sales Tax Exempt Cert.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents required for Non-Profit**:

IRS 501(c) (3) or (4) Determination Letter showing tax exempt status and good standing from the IRS\_\_\_\_\_\_\_

La. Dept. of Revenue Sales Tax Exemption Certificate\_\_\_\_\_\_\_ *(not every Organization will have this)*

Civic Organization must provide letter of appropriate benefit to the entire City \_\_\_\_\_\_\_\_\_\_\_along with Mayor Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit and Rent must be paid with the Organization or Business Check** – *No cash or individual check, unless individual has City of Rayne Occupational License.*

**Subleasing:**

Subleasing of the leased premises by Applicant, or substitution of any person or entity for Applicant to have custody or control of the leased premise or to conduct a function, is *strictly prohibited* under all circumstances. **Payment of deposit and rent must be by Applicant signing Contract and** *NO* **representative may do so on Applicant t’s behalf.** The City of Rayne reserves the right to require proof that Applicant is the actual person or entity that will have custody or control of the leased premises during the term of the Contract, and to inspect the leased premises during the function to insure compliance with this provision in all respects. *Have contract on-site during event.*

**Hold Harmless:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assumes responsibility for and further agrees to indemnify, defend and hold the City of Rayne, harmless of any loss liability for or on account of injury to (including death of) persons, or damages to property, including costs, attorney’s fees and expenses incidental thereto, arising from it use of the facility and equipment. It being the intent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to defend indemnifies and holds the city harmless of any lawsuits, damages or liability arising from its use of the facilities.

Applicant’s Signature

Applicant’s Signature

**Cleanup/ Property Damage:**

The Applicant is responsible for cleaning the building back to original condition and any damages caused to the facility or any of its properties or equipment. Remove any & all articles, objects, equipment, and trash brought onto the premises as a result of the Applicant’s event. Repairing/ reporting any and all damages to the premises during the event. Turn off lights & lock doors of the rented facility. Returning any and all keys and movables back to the City of Rayne. The City of Rayne is authorized to charge Applicant with any costs associated with cleanup, restoration, or repair of the leased premises after Proposed Applicant’s function and any damage to or loss of the City of Rayne’s keys or movables resulting from Applicant’s function. Applicant or Authorized Personnel, or both of them, agree to pay any such charges promptly upon presentation by the City of Rayne. Contact the Building Caretaker for information on further instruction of cleaning the facility or any information regarding the building.

Building Caretaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Walls & Ceiling:**

*No* signs, banners, or decorations shall be attached to the walls or ceilings of the leased premises at any time.*NO* staples, tape, glue, or putty on walls or ceiling at any time.

**Green Room Pool:**

Alcohol severed or consumed in the swimming pool area is *strictly prohibited*. Use of glass containers is *prohibited* in the Green Room Pool Area. Lifeguard will be provided for the event by the City of Rayne. There is limit of maximum of thirty (30) people in Pool. The Pool will ONLY be unlocked when City Lifeguard is present. City Lifeguard will have authority to terminate an event for inclement weather or unsafe behavior with no refund. Inclement weather is not a valid reason for cancellations or reimbursements. See **Building Deposit Information Sheet Table** for times available.

**Frog Pavilion Rental:**

The Applicant will be responsible for clean-up of the grounds. The Applicant will have to provide restroom facilities, stage, table, chairs and security. The number of required officers is up to and in the sole discretion of the Rayne Chief of Police. The cost per officer is $20.00 per hour and $30 per hour for City recognized holidays. You must have a City of Rayne Security Contract done thirty (30) days prior to the scheduled event. The rental of the Pavilion allows one camper with full hookup on the grounds. If Applicant needs more than the one camper they must pay for each camper at the standard price of $30.00 per camper. The Applicant will have to obtain a Special Event License ($250.00) at City Hall prior to event. Each booth will have to get a license at City Hall as follows: $50.00 to sell food or merchandise; $75.00 to sell alcohol. When renting the Frog Pavilion for events which include alcohol, beer, motorized equipment, dangerous animals and/or competitive events, insurance coverage of one (1) million dollars is required with the City of Rayne, as an “additional insured”

**Insurance:**

**Upon review of event**, Applicant shall provide a certificate of insurance and proof of liability insurance in the amount of $1,000,000, with the City of Rayne, as an “additional insured,” fourteen (14) days prior to the event specified herein, in default of which the City of Rayne may cancel the function without further obligation and retain any deposit and advance payment of rent**. Insurance required for Pavilion or Fairground rental**.

No fun jumps allowed without certificate of insurance on the CHILDREN – in addition to the liability for the fun jump itself. Fun Jump Rental Company must list the City of Rayne as “hold harmless” on their insurance policies. Provide policies showing City of Rayne as “hold harmless” at least fourteen (14) days prior to the event as specified herein, in default of which the City of Rayne may cancel the function without further obligation and retain any deposit and advance payment of rent.

**Rental Terms and Conditions:**

The Contract does not create a binding obligation upon the City of Rayne until and unless signed by an authorized person on behalf of the City of Rayne where indicated at the end of the Contract. Until such signature, the Contract is only an application and offer from Applicant to lease the facilities of the City of Rayne identified above on the terms and conditions specified herein. Any verbal and nonverbal agreement not specified herein will not be upheld being that it is not a part of the written contract. The City of Rayne is not responsible for any valuables brought into or left on the leased premises. Signing of this contract constitutes consent to the entry of ***any*** officer, official, or employee of the City of Rayne, including (but not limited to) the City of Rayne Police Department, ***during*** the time of the Applicant’s use or occupancy of the leased premises for ***inspection*** for correct permits and contract on-site and to insure full compliance with all terms and conditions of the contracts. Please note that any City Official or Police Officers reserve the right to shut –down the event if the event becomes dangerous or out of control. There will be no refund or discounts due to broken appliances; all appliances, such as: stove, ice machine, oven, etc., are added amenities for Applicant’s convenience. Parking is allowed in designated areas only.Smoking is *prohibited* in enclosed areas. Open fires are *prohibited*; however, uses of Bar-B-Que grills are approved a minimum of 25 feet away from the building. A setup diagram or format is required for every event at the Auditorium and Ball Room, this setup diagram is due to City Hall fourteen (14) days prior to event. If applicant would like the stage to be setup that will be an additional setup fee of $150.00. Note: **ONLY City of Rayne employees** are allowed to set-up the stage **during their normal work hours**. Applicant booking any building within the fourteen (14) day prior to the rental date requested, short notice rental, Applicant will have to provide both deposit and rent at the time of booking. The City of Rayne will not setup for any short notice rentals. For liability reason **only** City of Rayne employees are allowed to setup chairs, tables, and stage. **Without limiting any and all other rights of the City of Rayne, the failure of Applicant, Authorized Representative, or any responsible person designated pursuant to comply with any and all obligations of this Contract, shall be** *grounds for refusal* **by the City of Rayne to allow Applicant, Authorized Representative and any such responsible persons,** *future lease***, use, or occupancy of any and all other City of Rayne facilities.**

***\*\*\*\*A copy of this contract must be on premises during the event\*\*\*\*.***

**All the City of Rayne facilities have surveillance cameras in order to protect the City and any individual on the City property.**

I have read and completely understand all the terms and conditions of this contract at the time of booking. Initial Here \_\_\_\_\_\_ Date \_\_\_\_\_

Revision 11/17/2017 ARC

 By signing below, I certify that I shall comply with all terms and conditions of this Facility Rental Agreement.

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor/ Mayor Pro Temp/ City Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Paid: Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Paid: Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Refund: Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_