

## **CARENCRO COMMUNITY CENTER RENTAL AGREEMENT**

**\*\*\*THE CITY OF CARENCRO RESERVES THE RIGHT TO CANCEL ANY EVENT BECAUSE OF AN UNFORESEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE MAYOR TO BE IN THE BEST INTEREST OF THE CITY OF CARENCRO. RENTAL PAID FOR ANY SUCH CANCELLED EVENTS WILL BE FULLY REFUNDED. \*\*\***

### **A. OPERATIONAL CAPACITY FOR CENTER**

1. Seated in Great Room-400, Standing 700, one half of Great Room 125 Seated, Standing 250.
2. Seated in whole Conference Room-65, ½= 32, Standing 100

**Note: The above capacities apply to business meetings only. Weddings/Receptions/Showers varied depending on how you set it up.**

### **B. SECURITY GUIDELINES**

Security is performed by Carencro Police Officers at a charge of \$30.00 per hour per officer. **Security is REQUIRED** at all functions with the exception of wedding showers, baby showers, birthday parties of less than 100 guests in attendance ONLY WHEN NO ALCOHOL is consumed, served or on the premises.

### **C. CENTER RENTAL INFORMATION**

**Rental is charged in four (4) hour increments. ALL EVENTS MUST CEASE AT 12:00AM AND THE CENTER MUST BE VACATED NO LATER THAN 1:00AM. SPECIAL OCCASIONS, SUCH AS NEW YEARS EVE WILL BE CONSIDERED ON A CASE BY CASE BASIS.**

**FOR EVENTS IN BALLROOM:** (Wedding Receptions, Balls, Large Parties, etc.)

Whole hall	\$1,800.00	Deposit: 500.00	With Kitchen usage
½ hall	\$1,000.00	Deposit: 500.00	With Kitchen usage

**ADDITIONAL HOURS** will be charged a minimum of \$300.00 per hour plus \$30.00 per hour for security.

Meetings rooms are available at the rate of an additional \$200.00 when renting the whole hall.

**VACANT TIME:** Renters must vacate the premises by the time stated on the contract. For each hour or partial hour after the vacant time, renters will be charged the full rate of \$300.00 plus \$30.00 for the security.

**FOR EVENTS IN CONFERENCE ROOMS:**

Whole room	\$300.00	Deposit: \$100.00	With Kitchen usage
½ room	\$200.00	Deposit \$ 50.00	With Kitchen usage

**ADDITIONAL HOURS** will be charge a minimum of \$75.00 per hour and \$30.00 per hour for security when applicable.

**VACANT TIME:** Renters must vacate the premises by the time stated on the contract. For each hour or partial hour after the vacant time, renters will be charged the full rate of \$75.00 plus \$30.00 for security.

**GREAT HALL: 4 HOURS**

Center Manager will go in 3 hours prior to event time to open doors.  
(Will meet caterer, cake decorator, DJ, liquor delivery, etc.)

**MEETING ROOMS: 4 HOURS**

Center Manager will go in 1 to 2 hours prior event time to open doors

**BUSINESS MEETINGS:** Will be discussed per meeting: fee is per day

**TRASH REMOVAL FEE:**

Meeting Room:	\$25.00
½ Great Hall:	\$50.00
Whole Hall:	\$70.00

**D. THINGS TO REMEMBER WHEN RENTING THE COMMUNITY CENTER**

1. Cancellation Policy: If you cancel 90 days or more before your rental date you will receive a full refund. If you cancel less than 90 days before your rental date you forfeit your deposit.
2. Setup Time: Set-up time during working hours will be at no extra cost the day before the function: City hall working hours are: Monday-Thursday-8:00 a.m. till 5 pm and Friday 8 am till 12 pm (noon). Set-up during evenings (after 5 pm Monday thru Thursday/12 pm on Friday) shall be charged a minimum of \$300.00 per hour. Friday/Saturday functions will be allowed to set up during Thursday and Friday's working hours. **THE CITY OF CARENCRO DOES NOT SET UP TABLES/CHAIRS. THIS IS THE RESPONSIBILITY OF THE RENTER.**  
**\*\*THE CITY OF CARENCRO RESERVES THE RIGHT TO CHANGE THE SET-UP TIME DUE TO UNFORESEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE MAYOR\*\***
3. Event Time: The center will be closed to the public on the day of any rental, and will ONLY be open during the time of said rental.

4. Perishables shall not be left at centers overnight; such items must be brought in on the day of function.
5. The Center must be cleaned (INSIDE AND OUTSIDE) and vacated by the ending time stated on any contract which time is ONE HOUR (1) immediately after the event. All items brought in by Lessee must be removed immediately following the function. NOTHING shall be left overnight and removed the next day. TRASH must be removed from tables, floors and stage area. The trash located in the outside pavilion area must be collected and disposed of. TRASH RECEPTACLES will be provided and all debris must be place in an OUTSIDE DUMPSTER IMMEDIATELY FOLLOWING THE FUNCTION DURING CLEAN-UP TIME. This is the LESSEE'S RESPONSIBILITY. If the center is not cleaned in accordance with the above requirements, the Center Manager has the absolute discretion to withhold and retain any deposit paid. **Option to paid for Trash Removal fee: see above**
6. Details for security will be given in contract.
7. Teen events must cease by 11:30pm Friday and Saturday and 9:30pm Sunday thru Thursday due to city's curfew. **NO ALCOHOL ALLOWED AT TEEN EVENTS.**
8. The full rental balance is due by 4:00pm Thirty (30) days prior to the function.
9. The City of Carencro Community Center is not responsible for items or equipment left at center.
10. No Smoking is allowed in the center. The renting party is responsible for informing all attendees at the function/activity that there shall be no smoking in any part of the center.
11. FLOORS: When setting up tables and chairs do not drag tables and chairs on or across the floor. NO TAPE/TAPING ON FLOORS OR CENTER WALLS. Extensive scratching of the floors may constitute damage for which renting party would be responsible. AT NO TIME IS ANYONE ALLOWED STANDING ON TABLES AND CHAIRS. Absolutely nothing shall be affixed to or hung on or from the walls or ceiling ( leaning on or against the walls is also prohibited)
12. TABLE COVERINGS: Table covering must be used on all tables where food and beverages will be served/consumed.
13. DECORATIONS: Use of dance wax, bird seeds, bubbles, or similar items are expressly prohibited from being used in the community center or on the surrounding grounds. Ice sculptures vendors and individual sculptures must be approved by the center manager before being allowed in the center. If using CANDLES, flames are not to be exposed. No flammable/combustible materials are allowed inside the community center which includes but not limited to the following: torches, incense burners, charcoal grills, etc.
14. KITCHEN/BAR: Due to limited electrical outlets, no commercial warmers allowed in center unless powered by their own generators.(no generators shall be brought into the building; appliance must be powered by electrical cord plugged into generator located outside of the building) The refrigerator is not a freezer: NO ICE BAGS IN REFRIGERATOR. The center does not have an ice maker. NOTHING IS ALLOWED TO BE LEFT OVERNIGHT IN THE

- REFRIGERATOR—INCLUDING DRINKS (WATER, TEA, COLD DRINKS, ETC.) This also includes the bar area.
15. LIQUOR/DRINKS: NO BEER BOTTLES ALLOWED. In accordance with State law, all bartenders MUST BE 21 YEARS OF AGE TO BE ALLOWED TO SERVE LIQUOR/ALCOHOL.
  16. All entries/doorways MUST BE ACCESIBLE during functions due to Fire Marshall Code. Plants for the community center are not to be moved from their designated area.
  17. The Community Center Manager has the authority to close the function/activity if participants do not comply with all rules listed on the Carencro Community Center Rental Document.
  18. Prices quoted herein provide a FOUR (4) HOUR RENTAL WITH ONE (1) ADDITIONAL HOUR provided immediately after event ending for cleanup unless payment is made for extra hours which must include the hall and security. Cleanup involves removing all trash, decorations, food, drinks and all items brought in by the renting party.
  19. It is the RENTER’S OBLIGATION TO INFORM all caterers, decorators, deliveries, DJ’s, and other vendors the rules and regulations of the Carencro Community Center as such rules pertains to same.
  20. **DRONES ARE NOT ALLOWED IN THE COMMUNITY CENTER.**

THE RENTING PARTY SHALL, AT ITS COST AND EXPENSE, DEFEND, INDEMNIFY, AND HOLD FOREVER HARMLESS THE CITY OF CARENCRO, ITS ELECTED OFFICIALS, AND EMPLOYEES FROM ANY AND ALL CLAIMS OF ANY KIND, CHARACTER, OR NATURE WHATSOEVER MADE AND/OR ASSERTED BY ANYONE WHOMSOEVER AS A RESULT OF, RESULTING FROM, AND/OR IN ANY WAY CONNECTED WITH THE CARENCRO COMMUNITY CITY.

FAILURE TO COMPLY WITH ANY OF THE ABOVE ITEMS MAY RESULT IN CANCELLATION OF RESERVATION AND FORFEITURE OF DEPOSIT.

\_\_\_\_\_  
Renting Party Signature

\_\_\_\_\_  
Print Name

Note:

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A. All money is to be paid at Carencro City Hall.

**E. COMMUNITY CENTER RENTAL PROCEDURES**

Any prospective renter must call or appear at City Hall to request a certain date for a function. Once that date is verified and entered on the calendar with renter's name and phone number, the renter is informed that he/she has two days in which to come in and put a deposit down on the rental and fill out a rental agreement.

- The renter will come into the office to complete the contract and pay the rental deposit. Once the deposit is paid and the date and amount noted on the calendar, the renter must pay the balance listed on the contract at least 30 days prior to the date of the function. No deposit shall be carried over from one year to the next.
- If a renter decides to cancel his/her function after paying the deposit and/or additional monies, in order to avoid loss of deposit, renter must notify the Center Manager of renter's intent to do so no later than ninety (90) days prior to the function. If the cancellation occurs less than 90 days prior to the function, the deposit will be forfeited.
- Security is required on the inside of the building in order to avoid violating Center rules and procedures and for outside crowds and parking lot control.

**CARENCRE COMMUNITY CENTER RENTAL APPLICATION**

**CITY OF CARENCRE**  
**COMMUNITY CENTER**

Date: \_\_\_\_\_

The applicant agrees to comply with all regulations, rules and procedures set forth in this Carencro Community Center Rental Document, including all of the terms and conditions herein after set forth, together with all the rules and procedures heretofore established by the City of Carencro AND the acceptance and use of the Center by the applicant constitutes an AGREEMENT by said applicant and/or organization TO COMPLY WITH said regulations, rules, procedures, terms and condition.

1. A DEPOSIT FEE of \$ \_\_\_\_\_ is to be paid upon submittal of this application. \$ \_\_\_\_\_ will be refunded upon completion of the function, if, upon inspection of facility after the completion of the function by the center manager, it is determined that the applicant has fully complied with these rules. **THE DEPOSIT FEE IS NOT PART OF THE RENTAL FEE.**
2. A deposit is due and payable to the City of Carencro at the time of the contract rental. The rental balance of \$ \_\_\_\_\_ for the hall plus security \$ \_\_\_\_\_ plus trash removal fee \$ \_\_\_\_\_ is due by 4:00 pm on the thirtieth (30<sup>th</sup>) day prior to the

function. Failure to pay the balance due by date required will result in cancellation of reservation and forfeiture of deposit. The last day to pay the rental balance due per this application in order to avoid forfeiture of the deposit is \_\_\_\_\_.

- 3. No alcoholic beverages of any kind are to be served or sold before 6:00 am on Sundays. Further, there will be no alcoholic beverages sold or dispensed from any type of vehicle in the presence of persons less than 18 years of age. The City of Carencro reserves the right to prohibit the sale or dispensing of alcoholic beverages at any site where minors may be present.
- 4. POLICE protection will be arranged by the community center manager prior to the conduct of any event or activity at Center.
- 5. The LESSEE agrees to restore or pay the cost of restoring the area of the Center properties to its original condition IF ABUSED unnecessarily and/or damaged by any member of the sponsoring group or by any participant.
- 6. DRONES are NOT ALLOWED in the community center.

The LESSEE or PARTICIPANT further agrees NOT to hold the City of Carencro or City Officials, city employee or city representative liable for any accident, injury, theft, etc. that may occur before, during, or immediately after said performances.

**COMMUNITY CENTER RENTAL AGREEMENT**

DATE \_\_\_\_\_

Name of Group or Organization applying: \_\_\_\_\_

Name of Person making application for rental: \_\_\_\_\_

Home Address	Home Phone	Business Phone
Business Address	Position with Group	

FILL IN APPROPRIATE RESPONSES:

CHECK:

Social Event \_\_\_\_\_

Meeting Room \_\_\_\_\_ Clean up Required \_\_\_\_\_

Athletic Event \_\_\_\_\_

Ballroom \_\_\_\_\_ Security Required \_\_\_\_\_

Meeting \_\_\_\_\_ Conference Room \_\_\_\_\_ Kitchen \_\_\_\_\_

Other \_\_\_\_\_ Capacity \_\_\_\_\_

Other describe \_\_\_\_\_

# Attending Function \_\_\_\_\_ Athletic Concessions \_\_\_\_\_  
(NO ALCOHOL TO BE SOLD)

Admission \_\_\_\_\_ Alcohol Being Served? \_\_\_\_\_yes \_\_\_\_\_no

**\*\*\*\*NO TAPE ON CENTER WALLS\*\*\*\*NO SMOKING IN CENTER\*\*\*\***

Date of Rental \_\_\_\_\_ Type of Rental: Regular \_\_\_\_\_  
Large \_\_\_\_\_  
Special \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Meeting Room: \_\_\_\_\_ Security \_\_\_\_\_ Additional  
Hours: \_\_\_\_\_ Trash Removal Fee: \_\_\_\_\_ Total rental fee:  
\_\_\_\_\_

**\*\*Deposit fee refunded upon inspection of facility after the function. \*\***

**Make Checks payable to: City of Carencro**

BY SIGNING HEREIN BELOW, I HERBY AGREE THAT I HAVE RECEIVED AND READ A COPY OF THIS ENTIRE CARENCRO COMMUNITY CENTER RENTAL DOCUMENT (Rental Document) and am aware of all of the rules and regulations which are incorporated herein. I agree that I shall indemnify and hold the city harmless as provided in the above stated rules and regulations. I have read the rules and regulations for use of the Facility and agree with the conditions for use found in this Rental Document. I assume all responsibility for the condition of the Facility and agree with the conditions for use.

SIGNED:

\_\_\_\_\_  
Renting Party

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Center Manager

\_\_\_\_\_ Security Officer(s) required for this  
event from \_\_\_\_\_ to \_\_\_\_\_.

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**Information regarding the community center:**

**Stage 8 X 24            16" height**

**The Ceiling in the community center is 15'**

**Backdrops:**

**Carencro sign back wall:    from floor: 11'6"    from stage: 10'2"**

**Tables:    oval 60" (30)    rectangle 6ft (20) & 8ft (8)**

**Chairs:    brown metal folding chairs (395)**



CITY OF CARENCRO  
CARENCRO COMMUNITY CENTER

TODAY'S DATE: \_\_\_\_\_

NAME OF RENTAL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_ \_\_\_\_\_ COMPLETED AT CONTRACT SIGNING

VACANT TIME: \_\_\_\_\_

OPEN TIME DAY OF EVENT: \_\_\_\_\_

\_\_\_\_\_ WILL CALL BACK WITH EVENT TIME DATE OF CALL BACK: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

VACANT TIME: \_\_\_\_\_

OPEN TIME DAY OF EVENT: \_\_\_\_\_

DATE RENTING PARTY CHANGED EVENT TIME: \_\_\_\_\_

NEW EVENT TIME: \_\_\_\_\_

NEW VACANT TIME: \_\_\_\_\_

NEW OPEN TIME DAY OF EVENT: \_\_\_\_\_

DATE OF DEPOSIT: \_\_\_\_\_ AMOUNT OF DEPOSIT: \_\_\_\_\_

HALL PAYMENT DUE: \_\_\_\_\_ SECURITY DUE: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_

As of 07/21/15

DATE OF REFUND: \_\_\_\_\_ AMOUNT OF REFUND \$ \_\_\_\_\_ CHECK # \_\_\_\_\_