

RT Rental Form

Copy to	Month	Day	Date	Year
Bonnie				

Contact Name			
	First	Last	Date
Mailing Address			
	Address	City, State	Zip
Physical Address			
	Address	City, State	Zip
E-mail Address			
Contact(s) cell – office - home	Number	Name	
Contact			
Contact			
Contact			
Name of Lessee			
Tour Group - School - Club - Civic or Social Organization - Other			
Event / Performance			

RT Rental	Schedule	Month		Open AM	Close AM	Open PM	Close PM
Set Up/Practice	Day(s)	Date(s)					
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
Event/Performance							
	Sunday		Open				
			Showtime				
	Monday		Open				
			Showtime				
	Tuesday		Open				
			Showtime				
	Wednesday		Open				
			Showtime				
	Thursday		Open				
			Showtime				
	Friday		Open				
			Showtime				
	Saturday		Open				
			Showtime				
See back							

NOTES	

Concessions	Yes		No	
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Crowley Rice Annex Rental Contract/Agreement

Revised 2012

City of Crowley, P.O. Box 1463, Crowley, LA 70527-1463
 316 North Ave F, Crowley, LA 70526
 (337) 783-0824 x 301 Fax 337.783-3128

This agreement is made on the day of , 20 , between the City of Crowley; hereinafter called "Lessor", a municipal corporation, domiciled at Post Office Box 1463, Crowley, Louisiana, 70527-1463 and;

First Name	Last Name	Organization	Date - mm/dd/yy
Mailing address	City	State	Zip
Physical Address	E-Mail Address		
Home Phone	Cell Phone	Work Phone	PLEASE PRINT

Hereinafter called "Lessee" for the following Event:

Event Schedule(s)

Set-up	Sun	hrs	Mon	hrs	Tues	hrs	Wed	hrs	Thurs	hrs	Fri	hrs	Sat	hrs	Total hrs
Date(s) mm/dd/yy															
Time(s) am/pm															
Event	Sun	hrs	Mon	hrs	Tues	hrs	Wed	hrs	Thurs	hrs	Fri	hrs	Sat	hrs	Total hrs
Date(s) mm/dd/yy															
Times(s) am/pm															

Lessee agrees to pay the Reserve & Damage deposit at the time and signing of this agreement.

Rental Fee shall be paid in full by this date

Total hours =

Rental Fees – Annex Rental # 650-36018 Reserve/Damage # 650-36019

Rental Levels	Rental Timetable	Crowley Rice Theatre Annex Rental Fees	x	#	\$	00
For Profit	Per Event 8 hours Set-up 2 hours Total 10 hours	Rental \$250.00 *Reserve/Damage Deposit \$125.00	x			.00 .00
Not-for-Profits	Per Event 8 hours Set-up 2 hours Total 10 hours	Rental \$200.00 *Reserve/Damage Deposit \$100.00	x			.00 .00
		Sub Total				.00
		Less Reserve/Damage Deposit				.00
		TOTAL				.00

The Crowley Rice Theatre Annex Rental Fee includes: utilities, kitchen facilities, folding tables & chairs, clean-up, building maintenance and operator fees

***Reserve & Damage Deposit refundable after favorable site inspection**

Capacity = Rice Theatre Annex 68

Copy to Lessee - Initial	Date mm/dd/yy

Lessee Agrees to all of the following Crowley Theatre Rental Terms & Conditions:

Lessee must initial all Terms & Conditions

Reserve and Cancellation:

- Reserve-Damage deposit fee must be paid in full upon booking of the Rice Theatre Annex.
- Reserve-Damage deposit fee can be carried over for future events within the present calendar year.
- Rental fee for the Rice Theatre Annex must be paid in full thirty (30) days prior to the event(s).
- Check or money order must be made payable to the City of Crowley.
- All fees are non-refundable unless cancelation request is submitted in writing fourteen (14) days prior to event(s).

Security:

- Lessee is responsible for providing and for the payment of adequate security for event(s) as follows:
- Lessee shall provide security for all events and crowd control in the form of one (1) uniformed off duty officer or auxiliary officer of the City of Crowley, at the discretion of the Mayor, as provided for through the Crowley Police Department before the Rice Theatre Annex will be opened for event(s). Any and ALL Events that include minors (18 years of age and under) must be under adult supervision in ALL areas of the Rice Theatre Annex premises and at ALL times.

Indemnity:

- Lessee shall occupy the leased premises at his/her own risk and shall indemnify Lessor/Owner against any expense, loss cost, damage claim, action of liability paid, suffered or incurred as a result of any breach by Lessee's agent, servants, employees, customers, visitors or licensees of any covenant or condition of this lease contract or as a result of tenant's use of occupancy or the leased premises of the carelessness, negligence or improper conduct of Lessee, its agents servants employees, customers, visitor or licensees.

Insurance:

Lessee shall provide at the time of signing the Rice Theatre Annex Rental Contract/Agreement proof of comprehensive liability and property damage insurance, at the discretion of the Mayor, by delivery of Certificates of Insurance reflecting coverage, amounts of coverage, types of insurance, and statement showing the policy is in effect.

Non Profit Organization:

- Lessee requesting Non Profit status shall provide at the time of signing the Rice Theatre Annex Rental Contract/Agreement certified proof of non-profit status (IRS or state or organizational documentation).

Assignment:

- Lessee must be 21 years of age or older and rental of this facility does not imply or convey ownership to the Lessee. Lessor reserves the right to set policies and procedures for the use of the Rice Theatre Annex as set forth in this Rental Agreement/Contract and/or at Lessor discretion.
- Lessee may not assign any rights, delegate any duties, transfer and/or otherwise encumber any interest in this agreement without the expressed written consent of Lessor.
- Lessee will not remove any property or equipment of the City of Crowley or the Rice Theatre Annex from the premises.
- Lessee agrees not to use the Rice Theatre Annex for any purposes other than the scheduled event(s) and in no case shall any event or use violate any laws, ordinances, or guidelines adopted by Federal, State or Local Governments and Agencies, and all facility rules, regulations and policies as put forth by Lessor.
- Lessee agrees to promptly pay all taxes, license fees and take out all licenses or permits required for the Event(s) or use of the premises by Federal, State or Local laws or ordinances and agrees to provide evidence of same when called upon by Lessor.

Copy to Lessee - Initial	Date mm/dd/yy

Crowley Rice Theatre Annex Rental Regulations & Policies

Lessee must initial all Regulations & Policies

- _____ Rice Theatre Annex Rental Contract/Agreement is based on a ten (10) hour period.
 - Rice Theatre Annex Rental Contract/Agreement promptly end at MIDNIGHT.
 - Lessee shall occupy the premises for only the hours and times leased for and any changes must be submitted in writing and secure written approval by Lessor.
 - Lessee shall comply with Rice Theatre Annex building operator(s) request and enforcement of all the Rules, Regulations and Policies of the Rice Theatre Annex.
 - Lessee may submit written request for exceptions and exclusions to Lessor for consideration and approval by Mayor of City of Crowley
 - Lessee agrees to Seating Capacity and all City, State and Federal Fire Codes, Regulations, Laws, Ordinances, Rules and Guidelines.
 - Capacity = Rice Theatre Annex 68
- _____ Lessee agrees that no cursing, foul or vulgar language will be tolerated and a professional atmosphere will prevail upon any disagreements or disputes in or on the Rice Theatre Annex premises.
- _____ Lessee agrees to all Alcohol & Tobacco City, State and Federal Laws, Ordinances, Rules, Regulations and Guidelines.
- _____ Lessee shall make NO additions or alterations to the premises.
 - Lessee shall be responsible for the defacing and/or destruction of Rice Theatre Annex structures, equipment and the premises and/or property.
- _____ Lessee agrees to make no modifications to the Rice City Annex.
 - There shall be no painting, construction and /or assembly by use of power tools. Lessee agrees to obtain permission from Lessor for any production or set construction and /or assembly in the Rice Theatre Annex premises and/or property.
- _____ Lessee agrees to obtain permission and approval by Lessor before using any of the following: duct tape, tape (any kind), glue (any kind), glue guns, mounting putty, tacks, push pens, straight pens, nails, staples, paint, spray paint, glitter, feathers, confetti and etc on the Rice Theatre Annex premises and/or property.
- _____ Lessee SHALL NOT allow any tampering or adjustments to the Rice Theatre Annex air conditioning/heater units or thermostats, or protective plastic cases.
- _____ Lessee agrees if an attorney is employed to protect any right of the owner arising under Rental Contract/Agreement that Lessee shall pay reasonable attorney’s fees incurred by Lessor.

I do understand and agree to comply with all Rice Theatre/Annex Rental, Regulations and Policies.

X _____ /_____/_____
Lessee Approved mm / dd / yy

Rice Theatre Annex Rental Check List:

- Rice Theatre Annex Agreement/Contract – completed, signed and payment
- Rice Theatre Annex Terms and conditions – read and initialed
- Rice Theatre Annex Regulation and Policies – read and initialed
- Rice Theatre Annex Deposit, Reserve and Damage Deposit - paid

Crowley Rice Theatre Annex Contact/Agreement Contact Information

Charlotte R. Jeffers, TMP
 Tourism Coordinator & Rice Theatre Coordinator
 P.O. Box 1463 / 425 N Parkerson Ave
 Crowley, Louisiana 70527-1463
charlotte.jeffers@crowley-la.com
 337.783.0824 x301 Fax 337.783.3128

Bonnie Wines
 337.458.0417
 323 North Parkerson Ave / 316 North Ave F
 Crowley, Louisiana 70526

Copy to Lessee - Initial	Date mm/dd/yy



Crowley Police Department

**K.P. GIBSON
CHIEF OF POLICE**

426 N. Ave F
P. O. Box 436

Crowley, Louisiana 70527-0436
337.788.4114 www.crowleypolice.com

Security Detail Agreement for All City Owned Buildings

I _____ Address _____ Phone _____

Have scheduled to rent _____ which is owned by the City of Crowley. I understand via the contract, that I am required to hire off duty Crowley Police Officers to work this detail, which starts when the main entrance doors are unlocked until the main entrance doors are locked. I understand that I am required to make arraignments to pay the officers for the security detail as soon as the name of the officers working the detail is known. The amount is \$25.00 an hour per officer with a 4 hour minimum. You will be notified when to come to the police department and make payment to the officers. Payment must be made before the event takes place. If the event last longer than planned officers must be paid the extra amount owed.

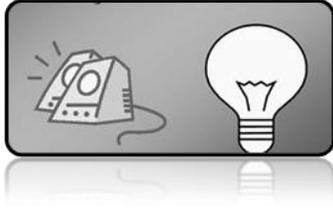
Should I cancel my rental, the following shall happen:

1. Any rental canceled prior to 72 hours before the scheduled event shall result in a 50% be paid to the officer(s)
2. Any rental canceled less than 72 hours before the scheduled event shall result in the entire four (4) hour minimum being paid to the officer(s).

I understand and agree to the terms of this security contract: Payment may be made by means of: Cash or Check

Date of event: _____ Time: _____

Signature: _____ Date: _____ Witness: _____



Sound & Lighting Agreement

Mark Miller
P.O. Box 856
Crowley, Louisiana 70527
(337) 581-6987

In the event the Rice Theatre sound system and/or lighting system are used by Lessee it is required that sound/lighting techs be hired through Mark Miller. The fee for the first sound/lighting tech is \$30.00 per hour with a minimum of 4 hours. A deposit of \$120.00 is required to secure the date or dates booked and an additional \$30.00 per hour for each additional sound/lighting tech if needed. Payment is due upon completion of dates worked.

Any cancellations of hired sound/lighting tech(s) shall be handled as follows:

- Cancellations 72 hours prior to a scheduled date or earlier, shall be refunded 50% of the deposit.
- Cancellations within 72 hours of a scheduled date will not be refunded.

All hiring of sound/lighting techs are scheduled through Mark Miller.

Signature of Lessee: _____ Date: _____

Witness: _____ Date: _____

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row A Seat 17 **** Row A Seat 17

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row C Seat 17 **** Row C Seat 17

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row A Seat 18 **** Row A Seat 18

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row C Seat 18 **** Row C Seat 18

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row B Seat 17 **** Row B Seat 17

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row C Seat 19 **** Row C Seat 19

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row B Seat 18 **** Row B Seat 18

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row C Seat 20 **** Row C Seat 20

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row B Seat 19 **** Row B Seat 19

Performance / Event

Historic Rice Theatre * 323 N Parkerson, Crowley, LA

Day, Month Date, Year * TIME –

Doors Open at TIME

Admission per person \$\$. \$\$ * Children under 12 \$\$. \$\$

Row C-ov Seat 21 **** Row C-ov Seat 21

