

Crowley Rice Theatre Annex Rental Contract/Agreement

Crowley City Hall - P.O. Box 1463, Crowley, LA 70527-1463
 Crowley Rice Theatre Annex - 316 North Ave F, Crowley, LA 70526
 (337) 783-0824 x 301 – Fax (337) 783-4331

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 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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date(s) mm/dd/yy							
Time(s) am/pm							
Event	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date(s) mm/dd/yy							
Times(s) am/pm							

Rental Fees * - Annex Rental # 650-36018 - Damage Deposit # 650-36019

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

*Rental of the Annex includes: Kitchen facilities, folding tables & chairs, clean-up (excluding set-up and take-down), utilities, and building maintenance and operator fees –

*Damage Deposit refundable after favorable site inspection

Annex capacity – 68

Copy to Lessee - Initial	Date mm/dd/yy

Lessee must initial all Terms & Conditions

Reserve and Cancellation:

- Reserve-Damage deposit fee must be paid in full upon booking of Annex.
- Rental fee for the Annex must be paid in full thirty (30) days prior to the event(s).
- Annex Rental Contract/Agreement promptly end at MIDNIGHT.
- 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 in the form of one (1) uniformed off duty officers or auxiliary officer of the City of Crowley as provided for through the Crowley Police Department before the Annex will be opened for event(s). Any and ALL rentals that include minors (18 years of age and under) must be under adult supervision in and on the 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 Rental Contract/Agreement proof of comprehensive liability and property damage insurance 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 Rental Contract/Agreement certified proof of non-profit status (IRS or state 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 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 Annex from the premises.
- Lessee agrees not to use the 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.

Alcoholic Beverages, Smoking, Fire & Safety:

- Lessee agrees that **NO** smoking, tobacco products, beer or alcoholic beverages will be sold and/or consumed on the premises of the Annex.
- Events in the Annex where alcoholic beverages are to be consumed may be permitted upon submission of written application for consent to the Mayor of the City of Crowley, upon approval; Lessor will issue a written waiver to Lessee.
- Lessor will not be responsible and/or liable for any food(s) or beverage(s) served or consumed on the premises and/or at the event(s)
- Lessee shall not use any dangerous equipment, machinery, bottle and flammable gases or explosives substances without advanced written consent of Lessor.
- Lessee agrees to comply with all Fire and Safety Regulations set forth by the Louisiana State Fire Marshall.

Copy to Lessee - Initial	Date mm/dd/yy

Surrender of Premises:

- Annex Rental Contract/Agreement is for ten (8) hours with modifying and/or alteration of hours being agreed upon and stated in Rental Agreement/Contract (page 1). Additional hours may be permitted upon written request to Annex representative for approval and additional fees, as applicable, will be charged.
- Lessee agrees to immediately surrender premises if any Terms, Conditions, Regulations and/or Polices of this Contract/Agreement are violated.
- Lessee agrees to surrender the leased premises and return same in the condition received, reasonable wear and tear expected, upon agreed move out time and agrees to be responsible for maintenance and/or replacement of damaged, destroyed or missing equipment or property.
- Lessor shall have the right to collect and retain custody of any and all articles, equipment, property or property disposal which is left in the building by Lessee, its patrons or persons.
- Lessee agrees to indemnify and hold harmless Lessor for any loss or liability on account of any articles, equipment or material left or missing from the premises.
- Lessor retains the right to use and/or lease such portions of the facilities as may not be covered by this agreement.

LESSOR:

 City of Crowley,
 Rice Theatre Annex, Representative

_____/_____/_____
 mm / dd / yy

LESSEE:

X _____
 Lessee Approved

_____/_____/_____
 mm / dd / yy

Print

<i>For Office Use Only:</i>			
Theatre Deposit (650-36019)	Cash	Check #	Check Date - mm/dd/yy
Transaction #	Receipt #	Clerk Accepting payment	
Theatre Rental (650-36017)	Cash	Check #	Check Date - mm/dd/yy
Transaction #	Receipt #	Clerk Accepting payment	

<i>For Office Use Only:</i>			
Deposit Refund (650-81947)	Date Submitted mm/dd/yy	By	To

Copy to Lessee - Initial	Date mm/dd/yy

Crowley Rice Theatre Annex Rental Regulations & Policies

Lessee must initial all Regulations & Policies

- _____ Annex Contract/Agreement is based on a ten (8) hour period.
 - 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 and additional fees, as applicable, will be charged.
 - Lessee shall comply with Annex building operator(s) request and enforcement of all the Rules, Regulations and Policies of the 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.
 - Annex seating capacity - 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 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.
 - Submitted written request(s) by Lessee will be considered.
 - Lessee shall be responsible for the defacing and/or destruction of Annex structures, equipment and the premises and/or property.
- _____ Lessee agrees to make no modifications to interior or exterior of Annex building or premises
 - If any modification(s) are needed Lessee is to submit written request and secure written approval by Lessor before modification(s) can be made. There shall be no painting, construction and /or assembly by use of power tools in the Annex.
- _____ 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 Annex premises and/or property.
- _____ Lessee SHALL NOT allow any tampering or adjustments to Annex air conditioning or heating systems.
 - ONLY personnel authorized by the City of Crowley will operate or modify any Annex utilities
 - Submitted written request(s) by Lessee will be considered.
- _____ Lessee will secure adequate and authorized security detail(s) by the City of Crowley Police Dept for ALL leased Event(s) being from when the event begins until event is over.
- _____ 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 Annex Rules, Regulations and Policies.

Lessee

Date

Annex Rental Check List

- ___ Annex Rental Agreement/Contract * Completed, Signed and Payment
- ___ Annex Rental Terms and Conditions * Read and Initialed
- ___ Annex Rental Rules, Regulations and Policies * Read and Initialed
- ___ Annex Rental Deposit, Damage Deposit and Damage Deposit Receipt

Annex Contact Information:

Charlotte R. Jeffers
P.O. Box 1463 - 425 North Parkerson Ave
Crowley, LA 70527-1463

charlotte.jeffers@crowley-la.com ~ www.crowley-la.com
(337) 783-0824 x 301 * Fax (337) 783-4331

Bonnie Wines – (337) 458-0417
316 North Ave F
Crowley, LA 70526

Copy to Lessee - Initial	Date mm/dd/yy