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The Village of Napoleonville

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THE NAPOLEONVILLE COMMUNITY CENTER RENTAL APPLICATION

Name of Renter: _____

Group/Organization: _____

Address: _____

City, State, Zip Code: _____

Cell #: _____ Home/ Alternate #: _____

Date Requested: _____

Day of event: Sun. Mon. Tues. Wed Thurs. Fri. Sat.

Purpose of Rental:

- | | | |
|--|---|---|
| <input type="checkbox"/> Birthday party _____ years. | <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Family reunion |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Bridal Shower | <input type="checkbox"/> Banquets |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Fund raiser | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Wedding and Reception | <input type="checkbox"/> Adult event | <input type="checkbox"/> Repass after a funeral |
| | <input type="checkbox"/> Children event | <input type="checkbox"/> Other _____ |

_____ (initials) I understand my responsibility as a renter to **not exceed 50 guests** at my event per The Napoleonville Community Center guidelines. In the event my rental exceeds the maximum capacity of **50 guest**, my event will be cancelled effective immediately.

Expected Attendance: _____

Set-up time: From _____ am/pm to _____ am/pm

Time of event: From _____ am/pm to _____ am/pm

Do you plan to have?

_____ Food _____ Alcohol _____ Decorations _____ Disc Jockey / Band

Signature of Applicant: _____ Date: _____

Mayor: _____ Date: _____

Part 2 of 2

NAPOLEONVILLE COMMUNITY CENTER RENTAL POLICY

Purpose of Policy: This policy establishes the regulations for scheduling and use of the Napoleonville Community Center with a minimum of **four (4) hours** per rental period.

The Napoleonville Community Center is a Non-Smoking facility. Noncompliance will result in immediate termination of rental agreement.

Rental Policy and Fees:

1. **Rental Fee \$600.00 - four (4) hours** per rental allowance for events such as weddings, receptions, showers, banquets and birthday parties.
2. **Rental Fee \$300.00** for a **Funeral repass- two (2) hours** per rental allowance.
3. There is a charge of **\$100.00 per hour** for additional rental time.
4. There is a fee of **\$25.00 per hour** for maintenance.
5. The balance of rental fee must be paid at least **30 Days** prior to date of the event.
6. If the balance is not paid a month before the booked date, the Village of Napoleonville reserves the right to rent the facility to another applicant.
7. Applicant must do a mandatory walk through of the facility with a City Hall Employee before and after the event.
8. All damage claims will be forwarded to the Board of Alderman at the regular council meeting.

Deposit:

1. **A Damage/ Maintenance deposit of \$200.00 cash is required at the time of booking.**
2. Janitorial staff is provided; however, Renter assumes some cleaning responsibilities.
3. Renter is responsible for the removal of personal belongings from facility
4. The kitchen area must be thoroughly cleaned and the renter must remove all garbage and waste from the building.
5. Upon post event walk through the deposit will be refunded if all maintenance rules have been complied with as well as no damage to the facility is detected during inspection.
6. If your deposit is not refunded, you can submit all grievances in writing to The Village of Napoleonville, City Hall within 10 days after your event.

Hours:

1. An event must be scheduled no earlier than **8 am** and will remain opened no later than **11 pm**.

Prohibited Behaviors:

1. The Community Center maximum capacity is **50** (having more than **50** guests is prohibited)
2. The Community Center is a Non-Smoking facility.
3. Alcoholic beverages are strictly prohibited at functions for anyone under the age of 21 yrs. old.
4. Frying foods is strictly prohibited inside or outside the facility.
5. The person or organization applying for use of the facility will assume full responsibility and liability for the guests' conduct and for all damage(s) to the facility.
6. The Village of Napoleonville reserves the right to cancel any function in the event of noncompliance of prohibited behavior(s) with a non-refundable deposit.

Security Required:

1. Minimum one (1) Assumption Parish Sheriff Office deputy is required for a four (4) hour event.
2. Cost is approximately **\$25-\$30** an hour for security; however, that amount is subject to change as per APSO.
3. In the event additional security is need, the fee is decided by the APSO
4. Contact: Bayou L' Ourse Sub-station to contract (30) days prior to event @ 985-631-6611.
5. Please notify our office to confirm your booking
6. If no deputy is booked according to the contract, then your event will be cancelled and your deposit becomes non-refundable.

Decorations:

1. Four hours will be allowed the day of the event for the sole purpose of setting up your decorations.
2. **The earliest set-up time can begin is at 10:00 am.** If you wish to set up the day before the event depending on availability there is a **\$100.00** charge
3. **NO TAPE is allowed on the floors or walls**
4. Tables & Chairs: Round Tables, Long Tables and Chairs available for use
5. All decorations must be fire retardant
6. Tacks, pins, nails, staples, and transparent tape are not permitted to be used on the walls
7. All of your belongings must be removed from the facility immediately following the event

Cancellations:

1. City Hall must be notified by phone of all cancellations 30 days before the event.
2. Upon cancellation the \$200.00 deposit is **non-refundable**
3. The Village of Napoleonville reserves the right to cancel any function in the event of an emergency or natural disaster with a full refund.

_____ I have carefully read this rental policy and will assume all responsibility for damages,
(Initials) loss, or other liabilities arising from the use of the facility.

_____ I understand that any violation of rules, regulations, policies, and/or procedures
(Initials) pertaining to the use of the facility will result in forfeiture and possible restriction from future use.

Signature of Applicant: _____ Date: _____

Mayor: _____ Date: _____