

# VACHERIE-GHEENS COMMUNITY CENTER MEETING ROOM RENTAL CONTRACT

Renter's Full Name: \_\_\_\_\_

Organization's Full Name (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ \*Renter must be at least 21 years old.

Primary Number:(\_\_\_\_) \_\_\_\_\_ Secondary Number: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Number: (\_\_\_\_) \_\_\_\_\_ Relation : \_\_\_\_\_

Type of Event: \_\_\_\_\_ Room rented: MEETING ROOM

Event Date: \_\_\_\_\_ Total rental hours: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ AM/PM Event End Time: \_\_\_\_\_ AM/PM

Set-up Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Breakdown/clean up Time: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Board Member who will be available/work your event. \_\_\_\_\_

## Meeting Room Rental - \$225

\$100 Room Rental Fee

\$50.00 non-refundable deposit to be deducted from rental total, with signed contract to reserve your date.

\$100 Cleaning Fee and \$25.00 Custodial Fee.

2 Hours set up right before event

4 Hours of Event time

Use of tables and chairs

Use of cooler/refrigerator and ice machine during the event

2 hours after event to breakdown before cleaners come in.

Rental Agreement between the VACHERIE-GHEENS COMMUNITY CENTER, hereinafter called "VGCC"  
and \_\_\_\_\_, hereinafter called "the Renter".

### **RENTAL INFORMATION**

The renter must be 21 years old. Rental requires a **\$50.00** non-refundable deposit with the final payment being paid 2 weeks prior to the event. A credit card must be on file for a security deposit. If a balance remains and is not paid in full within 2 weeks of the event date, the event will be cancelled.

If the event must be postponed or canceled, the renter must provide the VGCC Board with notice of the postponement or cancellation one month prior to the date of the event. To have the monies applied to a new date, it must be rescheduled within 1 year of the original date and a new contract must be signed. If notice is not received or received within less than one month prior to the event all monies are forfeited. If the event is canceled and not rescheduled ALL monies are forfeited.

Set-up times must be arranged with a VGCC Board member(s) working the event. The day of, you will have 2 hours to set up, but any earlier will be assessed on an individual basis.

The renter will be allowed the use of tables and chairs, to be set up by the renter before the event, items used must remain in the same condition.

A VGCC Board member will be available before, during and after the event and will assist with the air conditioning and any other questions you may have. The air conditioning will be turned on two hours prior to event time. Use of AC before set time is an additional fee of \$100 per hour.

The VGCC will provide toilet tissue, paper towels, soap, trash bags and garbage cans in the restrooms. The Renter understands that the VGCC is not responsible for any purchases for you, you must purchase/provide your own alcohol, food, drinks, cake, etc. The renter is required to make sure that your bartenders **ONLY** serve guests **21 years or older**, and all other current Louisiana State Laws are followed during the event. The VGCC does NOT provide roasters, crockpots, warmers, electrical cords, utensils, or any kind of storage supplies before or after the event.

### **DECORATING/CLEBRATION**

Decorations **MUST NOT** block any fire exits. No nailing, stapling, or pinning on the stage curtains, walls, or tables. **DO NOT SIT OR STAND ON TABLES. DO NOT STAND ON CHAIRS.**

No pyrotechnics of any kind allowed on the property without a permit from state fire Marshall and the approval of the VGCC. Including but not limited to confetti/glitter cannons, fireworks, smoke bombs, sparklers, etc.

### **DAMAGES/REPAIRS**

The renter agrees to pay for all damage caused to the facility or equipment during the preparation, event or during clean-up. If damage occurs during rental, the renter will assume all costs incurred at the VACHERIE-GHEENS COMMUNITY CENTER to be paid in full to VGCC after repairs completed with the credit card on file and an invoice will be sent to the renter.

The renter is responsible for all damage and all guests allowed into the building and understands that parents of children, of invited guests are completely responsible for the behavior of their minor while on the premises. Any child or adult during the duration of the event is found to be destructive and or abusive to the facility will be asked to leave.

The VGCC is not responsible for any personal property. It is the sole responsibility of each person entering the facility to be responsible for all belonging. Under no circumstances will the VGCC take responsibility for any lost, missing, or stolen property personal or otherwise.

### **CLEANUP/BREAK-DOWN**

**All food items MUST be picked up immediately after the event by the renter.** The renter will have 2 hours immediately following the event to cleanup and breakdown all their decorations. Any decorations left behind will not be saved for any reason by the cleaning crew. A list of Renter cleanup responsibilities is included on the following page of the contract.

VGCC will book our cleaning company and the fee is included in the cost of the rental.

Cleaning fees. \$100 - includes meeting room, bathroom, and the wipe down & pick up of tables & chairs.

If any additional cleaning is needed that is not included in the normal cleaning fee it will be applied to the credit card on file and an invoice will be sent to the renter.

# RENTER CLEANING DUTIES

## Front Kitchen (IF USED)

- Remove all YOUR items from refrigerator and kitchen.

## Meeting room

- Remove all YOUR items from the Meeting room.
- If tape is used on the floor, make sure that it is completely removed.

VCGG member will lock doors to the center after cleaning completion.

## Rental Payment Schedule

Rental Price	<u>\$100.00</u>	
Cleaning Fee	<u>\$100.00</u>	(meeting room, bathroom, and the wipe down & pick up of tables & chairs.)
Custodial Fee	<u>\$25.00</u>	
Total due	<u>\$225.00</u>	

Renter will need the use of:

- Meeting Room  Tables  
 Chairs
- Front Kitchen  Refrigerator
- Back kitchen  Ice machine

### OFFICAL USE ONLY

Deposit (\$50.00) \$ \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ Balance: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Cash / Money Order  
**(NON-REFUNDABLE DEPOSIT DUE AT SIGNING)**

Payment \$ \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ Balance: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Cash / Money Order

This agreement constitutes the entire agreement between the Renter and the VGCC and supersedes any prior understanding or representation of any kind, preceding the date of this agreement. There are no other promises, condition, understandings, or other agreements, oral or written, relating to the subject matter of this agreement. By signing this agreement, the Renter, acknowledges that they have read and fully understand all rules, regulations and procedures concerning the use of the Vacherie-Gheens Community Center as set forth by the Board of Directors. The Vacherie-Gheens Community Center and all of constituents shall be held harmless and indemnified for all injuries or damages caused by the renter or guest connected with the renter's event. The Renter agrees to comply with all rules, regulations and procedures set forth in this document.

\_\_\_\_\_  
VGCC Board member date  
Vacherie-Gheens Community Center

\_\_\_\_\_  
Renter date

CREDIT CARD SECURITY DEPOSIT  
AUTHORIZATION FORM

By signing this form, you authorize The Vacherie-Gheens Community Center to process the below card for full payment against damages, overtime charges and/or cleaning services in association with your event and rental of the Vacherie-Gheens Community Center. No credit card debit will occur if no costs are incurred.

**CREDIT CARD INFORMATION**

Card holder Name (as printed on card): \_\_\_\_\_

Account Type:  VISA  MASTERCARD

Credit Card Number: \_\_\_\_\_

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

CV2 (3 digit number on back of card) : \_\_\_\_\_

**BILLING INFORMATION**

Full Name: \_\_\_\_\_

Company Name (is applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

I hereby authorize The Vacherie-Gheens Community Center to process the above credit card for full payment against any damages, overtime charges and/or cleaning services in association with my event and rental of the Vacherie-Gheens Community Center. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms and conditions identified in the rental contract with the Vacherie-Gheens Community Center.

\_\_\_\_\_  
CARD HOLDERS SIGNATURE

\_\_\_\_\_  
DATE