

# VACHERIE-GHEENS COMMUNITY CENTER WEDDING 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.

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

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

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

Type of Event: \_\_\_\_\_ Room(S) rented: MAIN HALL / MEETING ROOM

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

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

Set-up Date: \_\_\_/\_\_\_/\_\_\_ Set-up Time: \_\_\_\_\_AM/PM - \_\_\_\_\_AM/PM

Breakdown/clean up Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_AM/PM - \_\_\_\_\_AM/PM

Total Set-up time: \_\_\_\_\_

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

## Wedding Rental Information –

\$1000 Hall Rental

\$250.00 non-refundable deposit to be deducted from rental total, with signed contract to reserve your date.

\$350 Cleaning Fee and \$100 Custodial Fee.

Decorating the day before the event.

Renter will be able to access the building by 10:00am the day of the wedding for additional prep.

The reception is 4 hours. Event cannot exceed 12:00am.

Use of tables, chairs, cooler/refrigerator, and ice machine during the event

4 hours the day after to break down before cleaners come in.

Cleanup/Breakdown must be completed by 1:00pm the following day.

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

### RENTAL INFORMATION

The renter must be at least 21. Rental requires a **\$250.00** non-refundable deposit, to be applied to the balance and a credit card must be on file. If balance remains and is not paid in full within 2 weeks of the event date, the event will be cancelled.

A Lafourche Parish Deputy must be on duty the entire event if any alcoholic is served. The renter is required to contact **Angie Guedry** with LPSO to book an officer. Renter is required to "cc" **gheensbmfpageantdirector@yahoo.com** to prove inquiry within 2 weeks of signing the contract.

Contact information **angie-guedry@lpsso.net**.

Max capacity of the Vacherie-Gheens Community Center is 500.

\_\_\_\_\_ Renters Initials

If the event must be postponed or canceled, the renter must provide the VGCC Board with written notice of the postponement or cancellation one month prior to the date of the event, to have the monies applied to a new date and 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 the person who works the event and will be assessed on an individual basis.

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

Custodial Fees of **\$100.00**. Someone 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 at the discretion on the board additional fees may apply.

The **front kitchen** is included for two hours prior to the event.

**Back kitchen** is **NOT INCULDED**. There are additional fees if used.

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 all 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. It can be stored in refrigerator/cooler, until renter does their breakdown and cleanup.** The renter may choose the same day or return the following day, to cleanup and breakdown all their decorations, depending on the event's end time. Cleanup and breakdown must be completed by 1:00pm, the following day. 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 final page of the contract.

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

**Cleaning fees. \$350 - includes sweeping/mopping main hall, cleaning stage, sweeping/mopping meeting room, sanitation of bathrooms, sanitation of front kitchen, the wipe down & pick up of tables & chairs and emptying of all trash cans.**

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.



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:  45     VIS     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

## RENTER CLEANING/BREAKDOWN DUTIES

### Back Kitchen (IF USED)

- Remove all YOUR items from cooler

### Front Kitchen (IF USED)

- Clean and dry all dishes used.
- Clean out sink
- 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.

### Stage

- Remove all YOUR decoration and items from the stage if it was used.

### Main Hall

- Remove all YOUR decorations and items from walls and floor.
- 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.