

LEESVILLE EVENT CENTER

608 Nolan Trace
Leesville, LA 71446
337-239-2444



Operational Policies & Fees Rental Agreement

Contact Information:
Patti Larney, City Administrator
Grant Bush, Community Development Director

Jennifer Paddy, Scheduling
(337) 239-2444
www.LeesvilleLA.gov

FACILITY RULES/REGULATIONS:

All facilities of the City of Leesville are open to all citizens regardless of race, sex, color, religion, national origin or handicap.

All fees must be PAID IN FULL at LEESVILLE CITY HALL prior to the start of the event. There will be no exceptions to this fee, EXCEPT in cases where the City of Leesville or one of its partners is the primary host.

There is a \$350.00 REFUNDABLE Security Deposit – The entire security deposit will be refunded after conclusion of the event, provided the facility has been returned to its original state. *We would prefer to have a separate check which can be returned uncashed after the event has concluded.*

For credits, refunds, or changes to rental period, notification must be received by the facility manager no later than 10 working days prior to scheduled rental, otherwise the rental deposit (10% of total cost) will be forfeited.

Food and non-alcoholic drinks may be brought in for the event. Renters must also supply any necessary dishes, utensils, table cloths, etc.

You may decorate as desired, but you will be charged for any damage to equipment, building structure, and/or fixtures. Do not use nails in the walls. See Leesville Event Center Rules and Regulations for more specific information on decorating.

Responsibility for any damage to facilities resulting from usage beyond normal wear/tear will be assumed by the individual, group, or organization reserving the facility.

All facilities are subject to closure during maintenance.

Amenities:

- Wi-Fi available
- Free parking
- Customizable plans to meet your needs

ITEMS / ACTIONS that are PROHIBITED

The following items/actions **are not allowed** on City of Leesville premises:

- Firearms
- Alcoholic Beverages and Illegal / Recreational Drugs
- Pets
- Using areas that aren't included in your agreement
- Advertising, marketing, or soliciting without prior written approval by the City of Leesville.

Any person acting in a disorderly or unsafe manner will be immediately removed from the premises.

Notice of Responsibility/Liability

The City of Leesville hopes that you and all the participants at your event have an enjoyable and safe time while at our facility.

This section is to notify you that the City of Leesville, the operator of the Leesville Event Center, is responsible only to maintain the building and its structural components and systems, such as plumbing, lighting and electricity, in a safe and operable condition. The city is not responsible for the conduct of persons participating in events held at the facility, whether those persons are your guests or persons hired by you for your event.

The following will not be tolerated at the Leesville Event Center:

- Physically or verbally threatening the well-being of another visitor or City employee
- Addressing a city employee or representative in a disrespectful manner
- Fighting and/or aggressive behavior
- Use of vulgar language, inappropriate gestures
- Endangering actions (e.g., throwing equipment, etc.)
- Intoxication
- Vandalism

The renter shall assume complete responsibility for the conduct of its entire group during the rental period, and agree to compensate the City of Leesville for all damages to the facility, equipment, or other property owned by the City which is incurred during the rental period. Furthermore, the renter assumes all liability for any personal injuries, including death caused by participants at the scheduled event.

THERE IS ABSOLUTLY NO PERSONS ALLOWED IN THE KINGDOM CENTERS ROOMS UNLESS YOU ARE GIVEN PERMISSION FROM AN AFILIATE OF THE KINGDOM CENTER. THERE ARE PROTOCOLS SET IN PLACE BY THEM AND ARE TO BE ADHERED TO WHILE RENTING ANY OTHER ROOM IN THE EVENT CENTER.

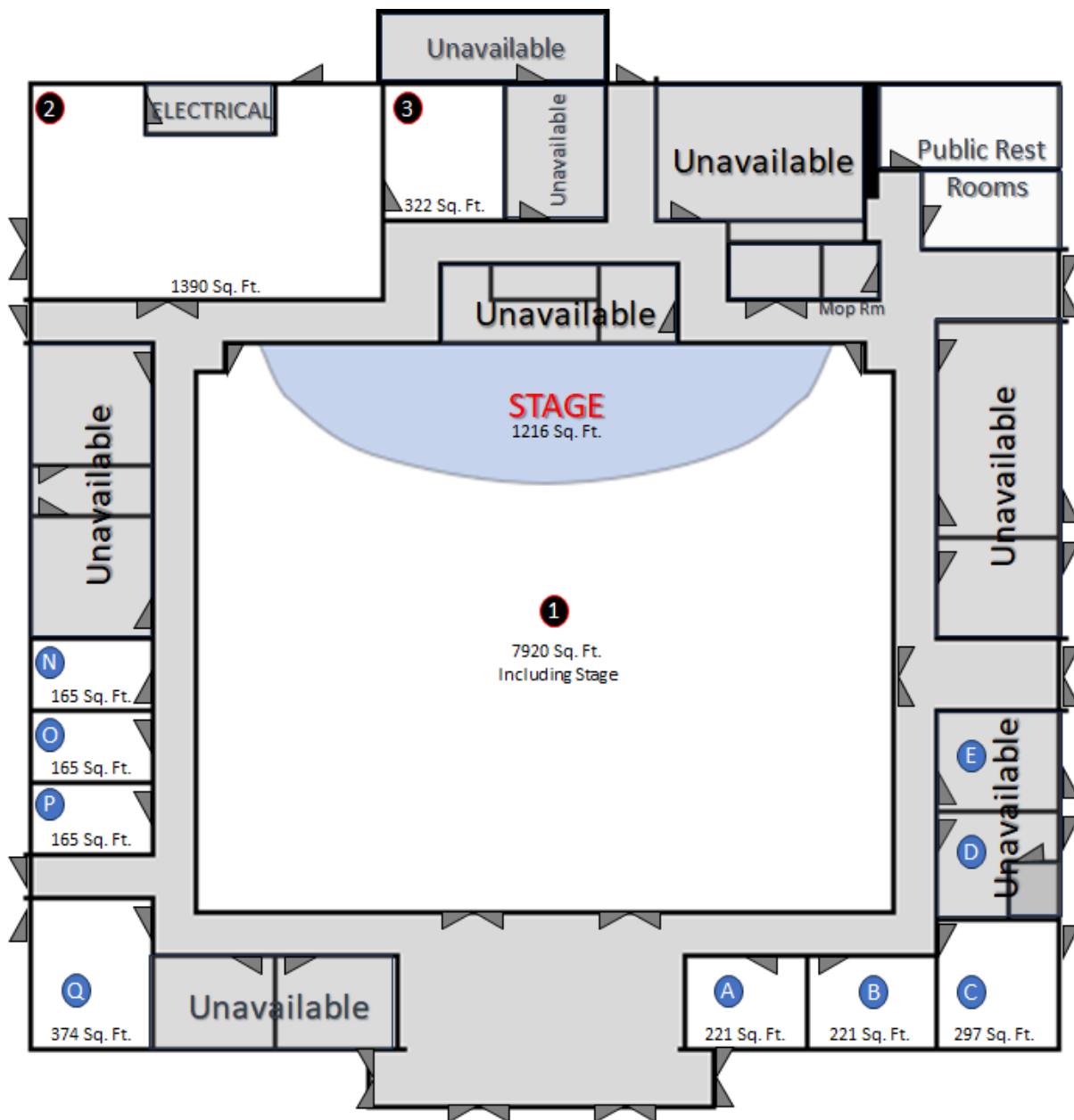
Getting Assistance during Your Rental Period

If you have any problems during normal business hours, please call Jennifer Paddy at 337-239-2444.

After normal business hours, please call the Leesville Police Department at 337-238-0331. They will contact the proper person to assist you.

To lock up after hours, please call the Leesville Fire Department at 337-239-7950.

Leesville Event Center Map



FEES and CHARGES for Leesville Event Center:

Type Organization	Cost	Additional Charges
Auditorium	\$500 / day Mon-Thurs	\$750 / day Fri-Sun
<ul style="list-style-type: none"> Room currently rated for 299 guests - pending inspection and approval Tables and chairs available Large projector screen Sound system 		
Small Meeting Rooms - Marked A, B, C, D, E, N, O, P, Q on map	\$100 EA / 4 Hours	\$150 EA / 8 Hours
<ul style="list-style-type: none"> Tables and chairs available 		
Staging Kitchen / Dining Room – #2 and 3 on map	\$200 / 4 hours	\$250 / 8 hours
<ul style="list-style-type: none"> Kitchen with basic appliances including refrigerator, stove, microwave. Adequate for warming and staging catered meals, but not suitable for preparing a large meal onsite. Dining area - 1080 SqFt Tables and chairs available 		
Event Package	\$1500 / day if all days fall Mon-Thurs	\$2000 / day if either day falls Friday - Sunday
<ul style="list-style-type: none"> Includes Auditorium, Kitchen/Dining Rooms plus 2 Small Rooms for a 2-day rental 		
Additional Day w/Event Package	\$300 / day if all days fall Mon-Thurs	\$500 / day if any day falls on Friday - Sunday
<ul style="list-style-type: none"> Includes an additional day's use of Auditorium, Kitchen/Dining Rooms plus 2 Small Rooms May be used for decorating, rehearsals, clean-up, etc. 		
Accessories Package:	\$250.00 / day	
<ul style="list-style-type: none"> City of Leesville will provide any combination of the following accessories: projector, lectern, flags, white boards, easels, etc. 		

ACCIDENT REPORT FORM

In the event of an accident, the organizer is required to fill out an *Accident Report Form* and submit it to the City of Leesville, or its Parks and Recreation Supervisor, as soon as possible.

Location: Leesville Event Center
Address: 508 South 5th St., Leesville, LA

Contact Person: Patti Larney, City Administrator
Phone: (337) 239-2444

PLACE OF ACCIDENT		
Specific Site of Accident:		Date of Accident:
Time:	Weather:	Lighting:
Condition of Site/Hazards Present:		
PERSONS INJURED		
Name:		Phone (Home):
DOB:		Phone (Work):
Address:		City, State, Zip:
Name of Parent/Guardian:		
Description of Injured Party (Include any pertinent factors -- height, weight, clothes, shoes, glasses, disabilities, etc.):		
Nature and Extent of Injury:		
Medical Aid Offered or Rendered:		
By Whom:		Phone:
Address:		City, State, Zip:
PROPERTY DAMAGE		
Nature and Extent:		
Person Involved:		
Address:		City, State, Zip:
Others Involved:		
DESCRIPTION OF ACCIDENT/INCIDENT		
NAMES & ADDRESSES OF WITNESSES		
Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:
NAME of PERSON COMPLETING FORM		
Name:	Address:	Phone:

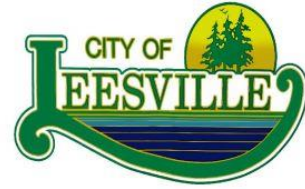
Any person who, with the Intent to injure, defraud or deceive any insurance company, submits a statement of claim containing false, incomplete, or misleading information may be subject to criminal and/or civil penalties.

City of Leesville

Leesville Event Center Facility Rental Application

During Business Hours: 337-239-2444

After Business Hours: 337-238-0331



CONTACT INFORMATION:

Primary Rental Contact:	
Home Phone:	Cell Phone:
Mailing Address:	City, State, Zip:
Email:	
Sponsoring Organization:	
On-Site Coordinator:	Cell Phone:

EVENT DETAILS:

Name of Event:	
Estimated number of participants:	Number of days of use:
Beginning Date:	Ending Date:
Time from _____ until _____	Time from _____ until _____
Any additional dates (start and end time):	
Do any of the dates fall on Friday, Saturday or Sunday?	

OFFICE USE ONLY

- Rental Payment Received
- Deposit Payment Received

- Completed Rental Agreement Received
- Approved by City of Leesville

Approved by: _____

CODE: ECRENT

Select all that apply:	Quantity	Price:	Amount Due:
Auditorium – Monday-Thursday		\$500 / day	
Auditorium – Friday-Sunday		\$750 / day	
Kitchen/Dining – 4 hours		\$200	
Kitchen/Dining – 8 hours		\$250	
Small Meeting Rooms – 4 hours		\$100	
Small Meeting Rooms – 8 hours		\$150	
Event Package – Monday - Thursday		\$1500	
Event Package – Friday – Sunday		\$2000	
Additional Day w/EP – All Fall M-T		\$300	
Additional Day w/EP – Any Fall F-S		\$500	
Accessories Package		\$250 /event	
TOTAL AMOUNT DUE for PAYMENT:			
MIN 10% of Total Required for Deposit Must be paid before Scheduling	Payment		Bal. due
SECURITY DEPOSIT – <i>This deposit will be forfeited if there are any damages or violation of the rental agreement caused by themselves or their guests. Otherwise, it will be returned.</i>		\$350	

Please make Checks or Money Orders payable to: City of Leesville, 508 South 5th St., Leesville, LA 71446

The Security Deposit should be paid with a separate check so that we can return it, uncashed, after event has concluded.

Everything that I have stated on this application is correct to the best of my knowledge. I have received a copy of the facility Rules and Guidelines. I have read, understand and agree to abide by the policies listed on this form as they pertain to the requested usage. With my signature below, I agree that I will assume responsibility for any damage to the facility caused by my guests.

Signature _____

Printed Name _____

Date _____

By signing this application, the applicant indicates they are authorized to sign on behalf of the group listed above and will agree to follow all rules and regulations within this document. This agreement is not transferable and is revocable at any time at the absolute discretion of the City of Leesville.





PHOTO CONSENT FORM

The City of Leesville requests permission to use photos and/or videos from events taking place within the Leesville Event Center. We may use them on our website, social media, and other platforms to promote the Leesville Event Center.

We appreciate your cooperation.

YES - I agree to the City of Leesville using my photos and or videos for promotional purposes.

NO - I do not agree to the City of Leesville using my photos and or videos for promotional purposes.

Name _____ Date _____

Signature _____
