

# City of Leesville



## Outdoor Facility Rental Agreement

<input type="checkbox"/> <b>Golf Course Outdoor Pavilion</b> 331 Country Club Road, Leesville, LA	<input type="checkbox"/> <b>Polk Outdoor Theater</b> Texas Street, Leesville, LA
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Responsible Party's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date of Rental \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event (Circle One):                      PRIVATE                      PUBLIC

Event Description: \_\_\_\_\_

Average Age of Guests: \_\_\_\_\_ Expected number of Guests: \_\_\_\_\_

*Maximum Capacity: 200 guests*

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### Facility Rental Policies:

#### Fees:

- Cost is \$75.00 per day. 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 is the primary host.
- A minimum rental deposit of \$25.00 is required when making the reservation. This deposit will be used toward the final rental fee.
- For credits, refunds, or changes to rental period, notification must be received by the facility manager no later than 5 days prior to scheduled rental, otherwise the rental deposit (\$25) will be forfeited.
- 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.

#### Amenities:

- **CITY PARK PAVILION:** Includes, for *your exclusive use*, a covered pavilion, located conveniently between the free splash pad and playground areas; the pavilion will be furnished with several picnic tables, BBQ grill (if available) and trash cans with liners; rest rooms are nearby. *NOTE: This agreement does not include exclusive use of the park or splash pad.*
  - **Pavilions are available between 8:00 am and 6:00 pm when the park closes**
- **POLK THEATER:** Includes a covered stage with both electricity and water available; some picnic tables and benches; plenty of open space for activities. **NO RESTROOMS AT THIS LOCATION.**
  - **Theater is available between 8:00 am and 11:00 pm**
- Set-up and clean-up of each facility is the responsibility of the renter, and everything must be returned to its original state at the conclusion of the event.

**Facility Rules:**

- You may decorate as desired, but you will be charged for any damage to equipment, building structure, and/or fixtures.
- Food and non-alcoholic drinks may be brought in for the event. Renters must also supply any dishes, utensils, table cloths, etc. they will need.
- All paper and waste shall be deposited in trash receptacles in order to keep facility neat and clean.

**Additional:**

- All minors must be under adult supervision at all times.
- NO ALCOHOL or WEAPONS are allowed on the premises.
- NO SMOKING inside any of the buildings.
- NO INFLATABLES, nor anything else requiring extension cords, water hoses, or excessive use of water/electricity.
- NO PETS allowed, with the exception of Service Animals.

Your initials here indicate that you have read and understand these "Additional" instructions to the left of this box.

\_\_\_\_\_

**Securing the Facility After Conclusion of your Event:**

- The event must be completed and the facility vacated within the specified time as indicated on the contract.

**I have read, and will take with me, a copy of the City of Leesville Outdoor Facility Rental Agreement and agree to abide by all the rules and regulations listed therein.**

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

**Rental Cost:**       \$75.00    
**Rental Deposit (Min \$25):** \_\_\_\_\_  
**Balance Due:**    \_\_\_\_\_

**Date Paid:**     \_\_\_\_\_

**Date Paid:**     \_\_\_\_\_

Approved by City of Leesville Staff: \_\_\_\_\_

OFFICE CODES: Golf Course – 7345; Polk Theater – 8452