

# West Baton Rouge Parish Parks & Recreation Community Center Rental Contract

Today's Date:	_____	Event Date(s):	_____
Responsible Party: <small>(Person Booking Event)</small>	_____	<small>Last Name</small>	<small>First Name</small>
Physical Address:	_____		
	<small>Street Address, City, State, Zip</small>		
Mailing Address:	_____		
	<small>P.O. Box/Street Address, City, State, Zip</small>		
Phone:	_____		
	<small>Primary</small>	<small>Secondary</small>	
Email Address:	_____		
Times:	Setup/Decorate: _____	Start of Event: _____	
Event Type:	_____		
Description of Event:	_____		
Number Expected to Attend Event:	_____		
Organization and/or Individual Event is for:	_____		
<b>Facility Reserved:</b>			
<input type="checkbox"/> Addis Community Center	<input type="checkbox"/> Port Allen Community Center	<input type="checkbox"/> Williams & Lee Community Center	
<input type="checkbox"/> Addis VFW Hall	<input type="checkbox"/> Port Allen Pavilion	<input type="checkbox"/> Williams & Lee Recreation Hall	
<input type="checkbox"/> Erwinville Community Center			
Center Facilities Needed:	<input type="checkbox"/> Stage (Must complete a stage setup form.)		
<b>For Department of Revenue Purposes: If any answers are yes, you must bring this to Revenue for approval.</b>			
<small>(Check all that apply)</small>			
Will anything be sold? (i.e. concessions, t-shirts, photos, memorabilia)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Catered	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Caterer:	_____
Inflatable Jump/Slides	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Company:	_____
Vendors Present	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Vendors:	_____
Admissions charged	<input type="checkbox"/> Yes <input type="checkbox"/> No	Advanced tickets sold	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Alcohol Present	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the types	_____
If yes, Law Enforcement Agency to be acquired:	_____		
Alcohol to be sold	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Refer to Page 3 for the instructions.	
By signing this agreement, the applicant agrees to comply with all <b>rules, policies, and regulations</b> set by West Baton Rouge Parish. The Parish reserves the right to modify terms, adjust rates, or cancel reservations as needed. The applicant assumes all liability and agrees to indemnify the Parish against any claims, damages, or losses arising from their event.			
Signature of Responsible Party		Date	
<small>For Office Use Only</small>			
WBR Parks & Recreation Representative		Date	
WBR Revenue Representative		Date	

# West Baton Rouge Parish Parks & Recreation Community Center Rental Contract

Operated by The West Baton Rouge Parish Parks and Recreation Department

\*\*PLEASE NOTE THAT SURVEILLANCE CAMERAS MAY BE IN USE ON PREMISES

Please note that terms and conditions are subject to change without notice.

## Important terms and conditions for reserving all West Baton Rouge Parish Centers and Facilities:

Top priority is given for use of all West Baton Rouge Parish Facilities as an emergency shelter and/or voting precincts at certain times. Therefore, even if you have reserved a community center or other parish facility and paid the required fees, it may be necessary for West Baton Rouge Parish to cancel your reservation on short notice. If such an occasion should arise, as in the instance of an emergency or for a special election, your fees will be refunded and you will be notified that you will need to make other arrangements; regardless of how close it is to your event. It is highly unlikely that this would happen, but it occasionally does. West Baton Rouge Parish will make every effort to assist you in your effort to make other arrangements, but it is ultimately your responsibility. West Baton Rouge Parish will not be held liable.

- Parish-sponsored events, programs, tournaments, etc., have first priority for reservations.
- Parish-certified event volunteers with proper identification, along with one guest, may attend events at no charge. Designated parking will be provided at no cost, and volunteers will be available to assist as needed during the event.
- Only adults (18 years or older) who are **West Baton Rouge Parish residents** (live/reside in West Baton Rouge Parish) are eligible to reserve/book parish centers. (Being a land owner or business owner, does not qualify.)
- Proof of identification and residency must be provided at the time of booking/reservation. **All documents must have the same name & West Baton Rouge Parish address.**
- The **responsible party** is the person who reserves/books the facility and must appear in person at the time of the booking to reserve a facility.
- The responsible party **must be present to sign** the *Responsible Party Sign-Off Sheet* at the beginning of the function and again at the end of the function, (This will be verified by the custodian on duty). **If the responsible party is not present at the beginning and the end of the function, the deposit fee shall be forfeited.** The function shall end when responsible party signs off indicating the end of the function.
- The full booking fee must be paid at the time of booking.
- West Baton Rouge Parish Community Centers **shall NOT be reserved for personal profit or gain.** Only organizations having non-profit status (**501c3 document required as proof**) are allowed to reserve a center for profit or gain.
- West Baton Rouge Parish Centers are **NOT AVAILABLE** to book on the following days:
  - New Year's Day, January 1
  - Easter Sunday
  - Thanksgiving Day (fourth Thursday in November)
  - Christmas Day, December 25
- Functions (excluding youth functions), must end at 1:00 a.m. and the center vacated by 2:00 a.m. **Exception:** New Year's Eve (December 31<sup>st</sup>), on which function must end at 2:00 a.m. and the center vacated by 3:00 a.m.
- **Youth functions** must end at 12:00 a.m. and the center vacated by 12:30 a.m.
- Pavilion Functions must end at 10:00 p.m. **NO MUSIC ALLOWED AFTER DARK.** All music must be family friendly and played at a reasonable sound level using the office-issued speaker only.
- **All functions can be reserved/booked six months in advance of the exact date** by residents of West Baton Rouge Parish ONLY. (Weddings and/or wedding receptions can be reserved/booked one year in advance of the exact date in accordance with certain terms.)

Responsible Party Initials: \_\_\_\_\_

- **Only the wedding and/or wedding reception date can be reserved/booked one year in advance of the exact date. Full payment (rental fee and deposit fee) is required at the time of reserving/booking. Only the bride or groom, parents or grandparents of the bride or groom, who are WBR residents, are allowed to reserve/book a date one year in advance. If the bride, groom, or acceptable family affiliation is misrepresented, the deposit fee shall be forfeited. NOTE: If a date other than the actual wedding date is requested for the purpose of rehearsing, decorating, setting up, removing decorations, etc., that date must be reserved/booked six months in advance of the exact date.**
- Reservations for weekend dates (Fridays, Saturdays, and/or Sundays) are limited to two (2) per individual within each designated six-month period:
  - January 1 – June 30
  - July 1 – December 31
- No reservation or rental agreement shall be issued to any person who is an interposed person for the owner or the proprietor of a business or for another person, firm or corporation. The Parks & Recreation Director may require full disclosure, in writing and under oath, of the details of the operation of intent of any person the Director suspects of being interposed for another. The Director may require the presence of any person for examination who he suspects of being an interposed person. A person who is subsidized, financed, or employed by another person, firm, corporation or other legal entity to reserve or enter into a rental agreement for a community center, park, ball field or the multi-purpose facility without disclosing that he is subsidized, financed or employed by another person, firm, corporation or legal entity shall be considered an interposed person for the purposes of Section 2-70.
- If a reservation or rental agreement is granted to or entered into with an interposed person, as determined by the Parks & Recreation Director, the director may cancel the reservation or rental agreement without refund of deposit.

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## Rules for Community Centers:

- **GLASS** drinking containers are **NOT permitted** at any West Baton Rouge Parish facility, including all parking lots and/or parish property.
- Fog machines and any smoke-producing objects are **NOT** allowed.
- All decorations must be free standing. Absolutely nothing is to be put on the walls-- **no tape; no staples; no tacks are allowed on the floors or walls** except on the cork strip (located by stairs at the Port Allen Community Center).
- **Ice sculptures** are allowed, but must be removed at the end of the function by the responsible party.
- Tables, chairs, and heavy decorations must be carried across the floors—**NO DRAGGING** across the floor.
- Extension cords must be covered to avoid a hazard (using a rug, cable cover or painters/gaffer tape).
- Any form of **CONFETTI OR GLITTER (including balloons containing either)** is **NOT allowed** indoors or on the premises at any facility.
- **FIREWORKS/SPARKLERS** OR ANY VARIATION are **NOT** allowed indoors or on the premises at any facility.
- **HAY CANNOT BE USED ON ANYTHING EXCEPT TO STACK ON THE FLOOR. THE HAY MUST BE PLACED ON TOP OF PLASTIC OR CLOTH TO PROTECT THE FLOOR.**
- **BURNING CANDLES** or any other burning materials are **NOT** allowed indoors or on the premises at any facility.
- **NO FRYING INDOORS.** WHEN COOKING OUTDOORS, the **concrete must be protected** from spills/grease/etc.
- **Grease** must be poured in a grease trap (if available); otherwise it must be **hauled off**.
- It is the responsibility of the responsible party to break down cardboard boxes and place in the trash dumpsters prior to closing time. At the end of the function, table tops are to be cleaned off.
- **Seafood/Crawfish cannot be boiled and/or served indoors.** If seafood/crawfish of any type is cooked or served, it shall be the responsibility of the responsible party to haul off all remains from the facility **OR** arrange for a dumpster to be dropped & picked up, at the cost of the responsible party. **Seafood is not allowed in any WBR Parish dumpster.**

Responsible Party Initials: \_\_\_\_\_

## Rules for Port Allen Pavilion:

- Sound systems, DJs, bands and/or radios are not allowed when using the Port Allen Pavilion.
  - If music is requested, the WBR Parks & Recreation Department will provide a wireless, rechargeable speaker system. **NO OTHER SYSTEM CAN BE USED OR SUBSTITUTED TO PROVIDE SOUND.**
  - **MUSIC MUST BE FAMILY-FRIENDLY – NO VULGARITY/CUSSING.**
  - The responsible party is to return the speaker system to the custodian when the music ends. If the speaker system is damaged, lost, or stolen, the deposit fee shall be forfeited.
  - **MUSIC IS NOT ALLOWED AFTER DARK.**
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## GRADUATION FUNCTIONS ARE REQUIRED TO HAVE A MINIMUM OF TWO (2) LAW ENFORCEMENT OFFICERS ON DUTY DURING THE ENTIRE FUNCTION.

### Rules for Youth Functions:

- A Youth Function is defined as 50 percent or more of attendees are 17 years of age or younger.
  - Function must end at 12:00 a.m. and the center vacated by 12:30 a.m.
  - **No alcoholic beverages** are allowed. **Glass drinking containers are not permitted.**
  - Any **youth function** (ages 13-17) must be **properly chaperoned** in accordance with the following:
    - **Minimum of three (3) Law Enforcement Officers** for the first 100 youth or less in attendance; then one additional officer for every 50 additional youth
    - **Minimum of three (3) adults**, 25 years of age or older
  - **Before the function begins**, the three law enforcement officers and the three adult chaperones shall meet together with the custodian on duty for proper identification purposes and sign a required document.
  - All law enforcement officers and assigned adult chaperones must remain present throughout the entire duration of the function.
  - During the function, no other responsibilities or duties (i.e., running concession stands or collecting at the door, etc.) shall be given to the law enforcement officers or chaperones.
  - Youth are not allowed to loiter outside or **leave and return to the function.**
  - The responsible party must be present during the entire function to sign the Responsible Party Sign-Off Sheet at the beginning of the function and again at the end of the function. This will be verified by the custodian on duty during the function. **If the responsible party is not present at the beginning and the end of the function, the deposit fee shall be forfeited.**
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### Rules for Alcohol:

- In accordance with state law, West Baton Rouge Parish prohibits the consumption of alcohol by anyone under the age 21 at any of its centers, parks, or facilities.
- If it is determined that alcohol has been consumed by a minor, his/her parents will be notified by the responsible party and the minor shall be dealt with in accordance with the law.
- **No Alcoholic Beverages are allowed at youth functions (defined as 50 percent or more of attendees are age 17 or younger).**
- **A uniformed law enforcement officer, having jurisdiction in West Baton Rouge Parish and equipped with a radio for backup and a vehicle, must be present during the entire time alcohol is available.**

Responsible Party Initials: \_\_\_\_\_

- It is the responsibility of the *responsible party* to hire and pay the law enforcement officer(s). Please contact the law enforcement agency having jurisdiction for details and hiring of the officer(s). Because local ordinances concerning events within municipalities may apply, we require the primary law enforcement agency be given first right of refusal to provide security services. **NOTE: Security prices depend on when the officer is obtained.**
- WHEN ALCOHOL IS PRESENT AT A FUNCTION HELD WITHIN ADDIS CITY LIMITS (ADDIS COMMUNITY CENTER OR ADDIS VFW HALL), THE POLICE OFFICER(S) FROM THE TOWN OF ADDIS MUST BE PRESENT (NO EXCEPTIONS).
- Before the function begins, the law enforcement officer shall be introduced to the custodian for identification purposes & signing of the *Law Enforcement Officer Sign-Off Sheet*.
- During the function, no other responsibilities or duties (i.e., running concession stands or collecting at the door, etc.) shall be given to the law enforcement officer(s) or chaperones.
- A **SPECIAL-EVENTS PERMIT** is needed **IF ALCOHOL IS BEING SOLD AT THE FUNCTION**.
  - It must be obtained from the State Office of Alcohol and Tobacco Control prior to the function.
- The following is the **step-by-step** process to obtain the **special event permit**.
  - **Step 1:** Applicant goes to the WBR Parks & Recreation Office (749 N. Jefferson Ave., Port Allen) to reserve the date and fill out required paperwork.
  - **Step 2:** Applicant takes the required paperwork to the WBR Parish Revenue Dept. (883 7th St., Port Allen) for approval and requests a Letter of No Objection. The WBR Parish Revenue Dept. will issue a Special Event Certificate from the parish and forward the request for a Letter of No Objection to the WBR Parish President's Office.
  - **Step 3:** The WBR Parish President's Office issues the Letter of No Objection by email to the applicant after obtaining the required signatures. (The approved Letter of No Objection is the verification the state requires as proof that the local authority is granting the sale of alcohol at the event.)
  - **Step 4:** Once the approved Letter of No Objection is received by the applicant; the applicant submits it along with an application for a special event and the applicable fee. (Information can be obtained online from The Louisiana Office of Alcohol and Tobacco Control (<https://www.atc.louisiana.gov>).
  - **Step 5:** Once the applicant receives the state-issued Special Events Permit, the applicant provides a copy to the WBR Parish President's Office before the function. On the day(s) of the function, the original permit is to be posted and available for public view.
  - **Note:** We recommend the applicant start this process two months prior to the event date. This should allow enough time to acquire all approvals.

**IF ANY OF THE ABOVE-STATED RULES ARE VIOLATED, THE FUNCTION CAN BE CANCELLED AND/OR SHUT DOWN AND THE DEPOSIT FEE SHALL BE FORFEITED.**

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## Reservations for Weddings:

**West Baton Rouge Parish facilities will be available for booking a first-time wedding one year prior to the wedding date under the following conditions:**

- The bride, the groom or either of their parents, grandparents, or legal guardians, who are **West Baton Rouge Parish residents** (live/reside in West Baton Rouge Parish), must personally appear to book the center with proof of identification and residency.
- Note: If the bride, groom, or acceptable family affiliation is misrepresented, the deposit fee shall be forfeited. **If the facility is booked for a wedding prior to six months of the date and used for any other purpose other than the wedding, the event will be immediately shut down and the deposit fee forfeited.**
- In the event that the wedding is cancelled, there will be a mandatory hold placed on the date(s) until otherwise determined by the Parks and Recreation Director. No other functions will be allowed to book on that date.

**Responsible Party Initials:** \_\_\_\_\_

**\*\*\*\*ATTENTION\*\*\*\***

## **Weddings Booked One (1) Year in Advance**

**Only the wedding and/or wedding reception can be reserved/booked one year in advance of the exact date.**

**Full payment (rental fee and deposit fee) is required at the time of reserving/booking.**

**Only the bride or groom, parents or grandparents of the bride or groom, who are WBR residents, are allowed to reserve/book a date one year in advance.**

**If the bride, groom, or acceptable family affiliation is misrepresented, the deposit fee shall be forfeited.**

**If a date other than the actual wedding date is requested for the purpose of rehearsing, decorating, setting up, removing decorations, etc., that date must be reserved/booked six months in advance of the exact date.**

**If the facility is booked for a wedding one year in advance and used for any other purpose other than the wedding, the event will be immediately shut down and the deposit fee forfeited.**

Responsible Party Initials: \_\_\_\_\_

## Eligibility and Residency Requirements for Booking:

- Only adults (18 years or older) who are **West Baton Rouge Parish residents** (live/reside in West Baton Rouge Parish) are eligible to reserve/book parish centers. (Being a land owner or business owner, does not qualify.)
- Proof of identification and residency must be provided at the time of booking/reservation. **All documents must have the same name and West Baton Rouge Parish address.**
  - Proof of identification must be one of the following:
    - US Passport (not expired)
    - State Issued Driver's license or ID Card (not expired)
    - US Military ID Card or US Military dependent's ID card (not expired)
  - Proof of residency must be:
    - Voter Registration Card
    - Two (2) Current Bills (vehicle registration can substitute for one (1) bill)

## Community Center Booking & Deposit Fees:

Subject to change at any time without notice

**NO CASH ACCEPTED**

### Acceptable methods of payment:

Check, Money Order, or Credit/Debit Card (3% Convenience Fee Assessed and is non-refundable).

Checks and Money Orders are to be made payable to West Baton Rouge Parks & Recreation

### Non-Refundable Booking Fee (due at the time of booking):

- |                                  |  |
|----------------------------------|--|
| • WEEKEND Rental of Center       | \$250.00 per day (Friday, Saturday, and/or Sunday) |
| • Weekday Rental of Center       | \$125.00 per day (Monday thru Thursday)            |
| • Weekday Rental of Meeting Room | \$30.00 per day (Monday thru Thursday)             |
| • Rental of Port Allen Pavilion  | \$75.00 per day                                    |

### Refundable Deposit Fee (due no less than 21 days prior to the scheduled function):

- |  |          |
|--|----------|
| • Damage/Violation Deposit Fee                     | \$250.00 |
| • Damage/Violation Deposit Fee Port Allen Pavilion | \$100.00 |

**NOTE:** Amenities (i.e. audio/visual equipment, Wi-Fi, stage, etc.) may vary by centers. These are provided at no additional cost and are not included as part of the booking fee.

- The **required deposit fee must be paid no less than three weeks (21 days) prior to the scheduled event.** If paid at the three-week deadline, payment **must be by money order or debit/credit card only.**
- After the date of the function and it is determined that the facility/grounds were not damaged and there was no violation to the terms of the contract, the deposit fee will be refunded in the form of a check. Please allow up to two weeks following the function for receipt of the deposit fee.
- **Cancellations or transfers** must be made in person at the West Baton Rouge Parks & Recreation Office by the **responsible party only (valid ID required)**, and must be made a minimum of **30 days in advance** of the reserved date or **all fees shall be forfeited.**
- For a wedding, full payment (rental fee and deposit fee) is required at the time of reserving/booking. Only a wedding and/or wedding reception can be reserved/booked one year in advance of the exact date

Responsible Party Initials: \_\_\_\_\_

## Community Center/Pavilion Capacities & Details:

### Addis Community Center

Address: 7520 Hwy 1 South, Addis, LA 70710  
Capacity: 692 (without tables & chairs)  
Capacity: 346 (with tables & chairs)  
Approximate # of Tables: 40 Round/20 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 450 (vinyl, banquet style)

### Addis VFW Hall

Address: 4453 Myhand St., Addis, LA 70710  
Capacity: 252 (without tables & chairs)  
Capacity: 126 (with tables & chairs)  
Approximate # of Tables: 30 Round/8 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 180 (vinyl, banquet style)

### Erwinville Community Center

Address: 5110 Rougon Rd., Port Allen, LA  
Capacity: 372 (without tables & chairs)  
Capacity: 186 (with tables & chairs)  
Approximate # of Tables: 36 Round/37 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 688 (370 vinyl, banquet style & 318 metal)

### Port Allen Community Center

Address: 749 N. Jefferson Ave., Port Allen, LA 70767  
Capacity: 432 (without tables & chairs)  
Capacity: 216 (with tables & chairs)  
Approximate # of Tables: 34 Round/20 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 750 (400 vinyl, banquet style & 350 metal)

### Port Allen Pavilion

Address: 749 N. Jefferson Ave., Port Allen, LA 70767  
Capacity: 200 (without tables and chairs)  
Capacity: 100 (with tables & chairs)  
Approximate # of Tables: 12 Round/15 Rectangle  
Table Measurements: Round = 5 ft (60 in) diameter  
Table Measurements: Rectangle = 3 ft wide by 6 ft long  
Approximate # of Chairs: 175 (metal)  
**(NO MUSIC ALLOWED AFTER DARK. All music must be family friendly and played at a reasonable sound level.) FUNCTION MUST END AT 10:00 P.M.**

### Williams & Lee Community Center

Address: 1631-A Louisiana Ave., Port Allen, LA 70767  
Capacity: 250 (without tables & chairs)  
Capacity: 125 (with tables & chairs)  
Approximate # of Tables: 25 Round/10 Rectangle  
Table Measurements: Round = 5 ft. (60 in.) diameter  
Table Measurements: Rectangle = 3 ft. wide by 6 ft. long  
Approximate # of Chairs: 200 (vinyl, banquet style)

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## Contact Numbers for the Law Enforcement Agencies to Use:

- Addis Community Center/Addis VFW Hall
  - Town of Addis Police (Only): (225) 687-2222
- Port Allen (WBR) Community Center
  - City of Port Allen Police: (225) 343-5525
  - WBR Sheriff's Office: (225) 343-9234
- Erwinville Community Center
  - WBR Sheriff's Office (Only): (225) 343-9234
- Williams & Lee Community Center
  - City of Port Allen Police: (225) 343-5525
  - WBR Sheriff's Office: (225) 343-9234

**REMINDER: An officer must be on duty the entire time alcohol is present at the function. The officer(s) must be in uniform, have a radio, and be in a unit.**

Responsible Party Initials: \_\_\_\_\_