

Contract #: 04-00

Date: _____	Receipt #: _____	Amount: \$ _____
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**STANDARD RENTAL APPLICATION**

**Step 1. Pick the facility.**

I, the Undersigned ("Applicant"), hereby submit this application for the rental and use of the following cultural facility (check one):

**Dumas Auditorium.** This facility requires a \$50.00 deposit. In connection with the use of this facility, Applicant requests to include the following amenities (check all that apply):

- MAIN HALL \$ 150.00 \_\_\_\_\_
- SETUP DAY (8 a.m. to 4:30 p.m.) \$ 50.00 \_\_\_\_\_
- TWO-HOUR REHEARSAL AFTER 4:30 P.M. \$ 50.00 \_\_\_\_\_
- ADDITIONAL HOURS \$ 50.00/hr \_\_\_\_\_
- OUTSIDE UTILITY HOOKUPS (up to 12 hours) \$ 20.00 \_\_\_\_\_
- ADDITIONAL UTILITY USAGE \$ 15.00/12 hrs \_\_\_\_\_
- EVENT SECURITY (determined by the Houma Police Dept. Detail Administrator according to HPD policy and rates) insert fee → \_\_\_\_\_
- PATROL VEHICLE/TRAFFIC CONTROL insert fee → \_\_\_\_\_
- MAINTENANCE FEE \$ 50.00 \_\_\_\_\_

**Houma Municipal Auditorium.** This facility requires a \$200.00 deposit. In connection with the use of this facility, Applicant requests to include the following amenities (check all that apply):

- MAIN HALL \$ 300.00 \_\_\_\_\_
- HALL WINGS (2) \$ 50.00 ea \_\_\_\_\_
- KITCHEN \$ 100.00 \_\_\_\_\_
- SETUP DAY (8 a.m. to 4:30 p.m.) \$ 75.00 \_\_\_\_\_
- TWO-HOUR REHEARSAL AFTER 4:30 P.M. \$ 75.00 \_\_\_\_\_
- ADDITIONAL HOURS \$ 75.00/hr \_\_\_\_\_
- STAGE AREA \$ 50.00 \_\_\_\_\_
- EVENT SECURITY (determined by the Houma Police Dept. Detail Administrator according to HPD policy and rates) insert fee → \_\_\_\_\_
- PATROL VEHICLE/TRAFFIC CONTROL insert fee → \_\_\_\_\_
- MAINTENANCE FEE \$ 50.00 \_\_\_\_\_

**Bayou Terrebonne Waterlife Museum.** This facility requires a \$ 50.00 deposit. In connection with the use of this facility, Applicant requests to include the following amenities (check all that apply):

- BASE RENTAL FEE (for a 4-hour event) \$ 200.00 \_\_\_\_\_
- PIROGUE (1) \$ 50.00 \_\_\_\_\_
- EVENT SECURITY (determined by the Houma Police Dept. Detail Administrator according to HPD policy and rates) insert fee → \_\_\_\_\_
- PATROL VEHICLE/TRAFFIC CONTROL insert fee → \_\_\_\_\_
- OTHER: \_\_\_\_\_ insert fee → \_\_\_\_\_
- OTHER: \_\_\_\_\_ insert fee → \_\_\_\_\_

**Terrebonne Folklife Culture Center.** This facility requires a \$50.00 deposit. In connection with the use of this facility, Applicant requests to include the following amenities (check all that apply):

- BASE RENTAL FEE (for a total of 4 hours) \$ 200.00 \_\_\_\_\_
- EVENT SECURITY (determined by the Houma Police Dept. Detail Administrator according to HPD policy and rates) insert fee → \_\_\_\_\_
- PATROL VEHICLE/TRAFFIC CONTROL insert fee → \_\_\_\_\_
- OTHER: \_\_\_\_\_ insert fee → \_\_\_\_\_
- OTHER: \_\_\_\_\_ insert fee → \_\_\_\_\_

TOTALS -----

The remaining balance is due on \_\_\_\_\_.

**Insurance to cover this event is required and is payable separate from this Booking.** If you purchase insurance from TPCG to cover this event, payment is due on \_\_\_\_\_. If you use your homeowner's insurance to cover this event, proof of insurance is due on \_\_\_\_\_.

<b>TOTAL RENTAL</b>	_____
Minus Deposit (\$_____.)	_____
<b>BALANCE DUE</b>	_____

**ALL PAYMENTS MUST BE MADE BY CHECK OR MONEY ORDER PAYABLE TO T.P.C.G.**

**Step 2. Applicant Disclosures – Tell us about your event.**

1. Date of Event: \_\_\_\_\_.
2. Time of Event: from \_\_\_\_\_ to \_\_\_\_\_.
3. Type of Event: \_\_\_\_\_.
4. Size of Event (maximum number of guests): \_\_\_\_\_.
5. Type of Entertainment: \_\_\_\_\_.
6. Will alcohol be present at the event? \_\_\_\_\_.
7. Will guests be charged for admission? \_\_\_\_\_.
8. Will tickets be sold for admission? \_\_\_\_\_.
9. Is Applicant a non-profit organization? \_\_\_\_\_.
10. Please list any other information we should know about your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Step 3. Study these additional terms and conditions, and initial in the blanks where provided.**

1. **Contract.** Once this application is approved for booking, this entire application shall constitute a valid and binding contract between Applicant and the Terrebonne Parish Consolidated Government (“TPCG”) and part of the contract documents for the rental of the facility. Terrebonne Parish Code of Ordinances Chapter 2, Article XIII shall also be a part of this written contract, and it is hereby made a part hereof as if copied herein.
2. **Non-Refundable Deposit.** Applicant shall pay the required deposit at the time of booking. This deposit is non-refundable and it shall be applied to Applicant’s total rental fees. **This deposit shall not be refunded for any reason.**
3. \_\_\_\_\_ **Payment of Balance Due.** Applicant shall pay, in full, the balance of the rental fees at least **30 days prior** to the date of the event or on the date of booking, whichever occurs later. If Applicant fails to pay the balance due on time, the TPCG (“TPCG”) may, at its option, do either of the following:
  - a. \_\_\_\_\_ immediately cancel this booking and terminate this contract upon written notice to the Applicant at the address provided below. The date of written notice shall serve as the date of cancellation. TPCG shall be entitled to keep any deposit and any and all fees and charges paid by Applicant prior to the date of the written notice; or
  - b. \_\_\_\_\_ up to 48 hours prior to the event date, retain the booking if Applicant remits to the TPCG the balance of the rental due in full, plus a \$50.00 late charge for the first day late, plus a \$10.00 late charge for each additional day late. **Under no circumstances shall the event be retained if Applicant fails to pay charges, fees, and late charges, or fails to provide proof of insurance at least 48 hours prior to the event.**
4. **Cancellation.** If Applicant cancels more than 30 days prior to the event, Applicant shall be eligible for a refund of any fees and charges paid to the TPCG, **except for the non-refundable deposit.** If Applicant cancels within 30 days of the event, TPCG shall retain any and all fees and charges paid by Applicant prior to cancellation.
5. **Set Up/Rehearsal.** Time needed for decorating, set up, and/or rehearsal shall be available to Applicant on the day of the event or, if available, on the day prior to the event, provided Applicant makes arrangements for such time with the custodian of the Facility. Applicant will not be charged for time spent setting up or rehearsing on the same day as the event. Set up/rehearsal time on the day before the event, if available, are subject to the charges listed on page one of this Application.
6. **Indemnification.** Applicant shall indemnify, hold harmless and defend the TPCG and its elected officials, police officers, officers, employees, volunteers, representatives, and agents from and against all liability, claims and expense, including reasonable attorney’s fees, in connection with any and all claims for injunctive or equitable relief and/or damages whatsoever for personal or bodily injury or death, or property damage or destruction of tangible or personal property including loss thereof or expenses of every kind and character, in connection with and arising directly or indirectly out of the negligence or fault of Applicant, its officers, agents, employees, volunteers, contractors and assigns, and any person in attendance at the event. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the Applicant or City or TPCG may have.
7. **Waiver.** Applicant waives any and all rights to recover from the TPCG any damages resulting from the use of this facility.
8. \_\_\_\_\_ **Insurance.** TPCG requires that all functions be covered by insurance. This may be obtained through Applicant’s homeowner’s policy or through a special event policy through the TPCG Risk Management Department. Applicant shall have a \$500,000.00 limit of general liability, and the TPCG must be named as additional insured. If Applicant insures the event through the TPCG, Applicant shall pay for the insurance charges at least **30 days prior** to the date of the event. If Applicant insures the event through a homeowner’s policy, Applicant shall provide TPCG with a satisfactory certificate of insurance at least **45 days prior** to the event date. The certificate of insurance must be approved by the Risk Management Department. If Applicant fails to obtain and provide proof on insurance by these deadlines, the TPCG may, at its option, use the same remedies provided for at Paragraphs 3(a) and 3(b) above. *(If you have any questions about insurance requirements, or if you would like to obtain insurance through the TPCG, please contact the **insurance specialist at the Risk Management Dept. at 873-6470.**)*
9. **Permits.** TPCG requires Applicant to obtain necessary city or parish permits.
10. \_\_\_\_\_ **Event Security.** The Houma Police Department shall determine the security required and shall provide the required security for events held at these facilities. The rate for security services shall be determined according to the current policy and fee schedule available through the Houma Police Department. If security services are needed beyond the scheduled time, Applicant shall pay for the additional hours at the time of the event. If police vehicles are necessary for traffic control or security patrol during the event, a per diem charge shall be applied, in accordance with the Houma Police Department fee schedule.
11. **Removal of Personal Property.** Applicant is responsible for set-up and removal of all privately owned or privately rented/borrowed tables, chairs and decorations, in accordance with the Fire Marshall’s regulations. TPCG shall not be responsible for any items left at the Facility. TPCG shall have the right to dispose of any such items.
12. **TPCG Personnel.** A person in the employment of the TPCG must be present during the event.
13. **Rental Time.** All rentals are **based on a four-hour period.** Arrangements must be made for additional hours, if available, no later than 48 hours prior to the event. Requests for additional hours made within 48 hours of the event may not be honored.
14. **Alcohol.** **The selling of alcoholic beverages is prohibited at this Facility.**
15. **Prohibited Items.** The following items are prohibited in the building of this Facility: candles, confetti, rice, bouncy houses, or any other items prohibited by the facility custodian and/or event security.

**Step 4. Sign your application and give us your contact information.**

I, the Undersigned Applicant, hereby declare that the information I have provided on this application is true and accurate to the best of my ability. I declare that the Applicant Disclosures on Step 2 of this application constitute a true and accurate representation of the activities associated with the event, as well as a true and accurate representation of the number of people expected to attend the event. I understand and agree that, once approved, this application, including the Applicant Disclosures made herein, constitute a binding and enforceable contract between applicant and TPCG. I understand that any activities and/or guests exceeding the parameters of this disclosure shall be a breach of this contract, and such breach shall be subject to immediate remedy in order to return the event into compliance hereunder. Should the Applicant fail to return the event into compliance immediately, the TPCG may have law enforcement shut down the event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If Applicant is an Organization, an authorized person must sign.

**Name of Applicant:** \_\_\_\_\_  
Individual or Organization

**Authorized Agent:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Emergency Contact/Number(s):** \_\_\_\_\_

This section to be completed by the bookings clerk.

This application was received on \_\_\_\_\_.

X: \_\_\_\_\_

Name/Title: \_\_\_\_\_

**This application is:**    ( ) APPROVED                      ( ) DECLINED

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

**Bookings Clerk**