

Port Vincent Community Center Rental Agreement

DATE: _____ Key #: _____

Name of Renter: _____

Address: _____

Phone Number: _____

Function to be held or Purpose of Rental: _____

Date of Rental: _____

Hours of Rental: _____

Signature of Renter: _____

OFFICE USE ONLY

Number of hours rented: _____

Amount Due: _____

Deposit Paid: _____

Date Rental Paid: _____

Condition of Facility before rental: _____

Condition of Facility after rental: _____

Refund Deposit: YES _____ NO _____

Date Refunded: _____

Office Signature: _____

Acknowledge Rules of Rental Agreement

Name of Renter: _____

Date of Rental: _____

I understand that I am to leave the Port Vincent Community Center facility as clean as when I rented it. I understand that the facility is to be cleaned at the end of the designated rental day and time, i.e. the same day. The kitchen, the bathrooms, and main great room are to be cleaned. The floors are to be swept and mopped. The garbage is to be placed in the dumpster. No tape is allowed on the walls or any painted surface. There is absolutely NO SMOKING allowed in the building or on the premises except for the provided smoking gazebo. No glitter or confetti is allowed inside of the building. Do not open any windows.

I agree to take full financial responsibility for any damages to the building or any equipment on the property.

I understand that the rental of the facility does not include the grass lots between the building and Hwy 16 nor the areas on either side of the building. The Village does not own these properties.

I agree that the Village of Port Vincent is neither responsible for any injuries that occur nor any property that is stolen during my designated rental time and I agree to hold harmless The Village of Port Vincent in any such instance.

I acknowledge that I received the list of rules as well as the cleaning checklist, and agree to follow and complete each accordingly.

I acknowledge that Cancellation Policy: Cancellations require a 4-week notice or deposit will not be refunded.

I understand that the deposit check will be deposited upon receipt and if it does not clear the bank, the agreement is null and void. I understand that failure to comply with these rules will result in the loss of the rental deposit paid in addition to any other cost incurred by The Village of Port Vincent to repair, replace, or clean the facility and/or any equipment in the facility. It will result in the loss of the ability to rent the facility in the future.

I understand that there will be no underage drinking allowed as well no unsupervised parties.

Signature: _____ Date: _____

DEPOSIT MUST BE PAID 10 Business DAYS AFTER RESERVATION IS MADE

Community Center Cleaning Checklist

- Take out trash – including bathrooms – and place in dumpster. Replace liners.
- Sweep – broom is in the hall closet.
- Mop – mop is in the hall closet.
- Wipe down tables/chairs if needed.
- Replace any moved furniture (tables/chairs).
- Rinse out kitchen sink if used.
- Remove anything placed in refrigerator.
- Pick up trash from parking lot.
- Keep entrance doors closed during event.
- Return all tables and chairs to original positions.
- Turn off all lights.

Community Center Rules

- ◆ No GLITTER or CONFETTI.
- ◆ No trash left in the building – place all trash in dumpster (NO SEAFOOD).
- ◆ No hanging decorations from the ceiling.
- ◆ No tape on walls.
- ◆ No SMOKING inside – smoking allowed only in outdoor gazebo.
- ◆ Do not open any windows.
- ◆ No PARKING on the grass.
- ◆ **No underage drinking allowed on the premises under any circumstances**

Signature: _____ Date: _____

For assistance, contact:

Angela Elmore (Mayor) – 225-337-1874

Tosha Misner (Clerk) – 225-229-7435

Reservation & Payment Information

- **Deposit:** **A \$100 deposit is required to secure your reservation within 10 business days.** This will be refunded once the keys are returned, and we verify the center is clean and undamaged.
- **Rental Rates:**
 - \$200 for a half a day (6 Hours)
 - \$400 for a full day (Over 6 hours)
- **Keys & Payment:** Keys and the rental payment must be picked up and paid at the Port Vincent Town Hall.

Facility Details

- **Kitchen Area:** Includes a refrigerator but no stove or ice machine.
- **Tables & Chairs:**
 - Four 6-ft tables
 - Eight 8-ft tables
 - One round table
 - 85+ chairs
- **Capacity:** Maximum of 160 people
- **Accessibility:** The community center is handicap accessible.

Contract and Deposit must be submitted 10 business days secure your reservation:

- Email: clerk@portvincent-la.gov
- Drop-off: Port Vincent Town Hall

Key Return:

If returning keys after hours, please place them in the drop slot on the front door of the Town Hall and your deposit will be mailed to the address listed on your contract.

Cancellation Policy: Cancellations require a 4-week notice or deposit will not be refunded.

Deposits and contracts can be mailed or dropped off at the following address:

**Port Vincent Town Hall
18235 LA Hwy 16
Port Vincent, LA 70726**

Important Note: Town Hall closes at 12:00 PM (Noon) on Fridays, so keys and payment must be picked up & paid before then.

Signature: _____ Date: _____