

War Memorial Civic Center (WMCC) Lease Contract

250 W 7th Street, DeRidder, LA 70634

Office: 337-463-7212 Fax: 337-463-4089

Name of Individual Lessee & Address Include City, State, Zip Code:	If applicable, Name & Address Include City, State, Zip of Lessee Organization-school, civic group, club, church etc.:
Contact Number(s):	Date of Event:
Category: (see page 5 for list of categories)	Start/Stop Time: (Rental/event time includes decorating, set up & take down):
Type Event: (Shower, Wedding, Birthday Party etc.)	Estimated Number of People Attending:
Room #: (see page 6 for room number)	Rental Cost \$:

Please place your **INITIALS** by each of the following conditions and representations:

1. **WMCC reserves the right to decline use of the WMCC facility for any event.** _____
2. I agree to not hold the War Memorial Civic Center (WMCC) or Beauregard Parish Police Jury (BPPJ) or their employees responsible for any injury/damage/liability that may occur to the attendees of LESSEE'S event and articles of LESSEE'S equipment, during the time we and the articles are in the facility. _____
3. **LESSEE PLEASE NOTIFY EVERYONE WHO MAY BE ASSISTING WITH DECORATING:** You may NOT use any decorations on any of the walls, ceilings, chandeliers, sconces, doors, blinds or windows. Decorations will be restricted to tables or floor displays only and **NO WATER WEIGHTED DISPLAYS ON THE FLOOR**. No nails, tape, command strips, staples, glue, etc. LESSEE is responsible to cover ALL tables used to eat/serve food or drink. Failure to abide by this will result in the loss of the LESSEE'S reservation/damage/cleaning deposit(s). _____
4. **LESSEE is responsible for decorating and removal of all decorations.** Lessee may decorate the day prior, OR day of if the event is on a weekday, if the space isn't rented. You can only choose ONE day as your courtesy time. This FREE time is allowed for decorating, wedding rehearsal, DJ setup, caterer, cake delivery etc. and it must be completed Monday-Friday between the hours of 8 a.m.-2 p.m. After your event is over, if necessary, you may return on the following business day at 8:00 a.m. to collect your large decorations etc. and the room must be cleared by 10:00 a.m. or you will incur a \$45 per hour charge. _____
5. Is the Organization Non-Profit? NO YES If yes, Non-Profit groups must include proof of Non-Profit status to receive the Category 2 rate. (see page 5 for requirement) Lessee will not sell any items during the event without prior approval by WMCC personnel. Please note if the Non-Profit group charges admission, require a ticket purchase, monetary donation or charges any type of fee for the public or participants i.e. pageants, selling/auction of merchandise/items the FULL PRICE Category 3 rate applies.
6. LESSEE agrees to pay the room cost(s) and deposit(s) (see page 6) at the time this agreement is signed. LESSEE will pay an additional \$15 per hour for Categories 1 and 2 and \$45 per hour for Category 3 if the room(s) are rented past the four hour rental for rooms 3 & 4 or past the six hour rental for room 5. If LESSEE is renting room 5 and require room 3 and/or 4, the rental fee(s) for room 3 or 4 is automatically adjusted to match the initial amount of hours for room 5 rental. _____
7. **LESSEE must contact the WMCC to provide the layout (tables & chairs) for the room 30 days prior to the event.** If changes are made later, the LESSEE is responsible for rearranging the layout. If you use the maximum number of tables allowed in the room, keep in mind there is less space for other activities. _____
8. **LESSEE must contact the WMCC to confirm the time of the event no later than 30 days prior to the event.** No changes can be made after this date. _____

9. LESSEE is responsible for cancelling the booking 60 days prior to the event date. If LESSEE fails to cancel in time, you forfeit ONE HALF (1/2) of the rental fee. If you book the room(s) within 60 days of your event and then decide to cancel, you will still forfeit ONE HALF of the rental fee. _____
10. LESSEE will pay a **\$50.00** (Rooms 3 or 4) **\$125** (Room 5) **refundable reservation/damage deposit for EACH room rented**. LESSEE is responsible for the removal/cleanup of any unreasonably dirty areas, excessive confetti/glitter from the tables/chairs/floor and/or if an accident (bathroom related or vomit) occurs. The WMCC Director will notify the renter of the any issues and forfeiture of the deposit money. **Once the room(s)/grounds has/have been inspected by WMCC personnel and found to be in good standing, the deposit refund will be issued within 5-10 business days after your event.** It may be picked up from the WMCC office or it can be mailed, whichever is convenient for the LESSEE. _____
11. **The Lobby is not included in the rental agreement. The Lobby is only used to enter and exit the building, and to access the restrooms. PLEASE KEEP THE DOORS TO YOUR EVENT CLOSED AT ALL TIMES.** _____
12. LESSEE will ensure all trash is properly **bagged and disposed** of in the dumpster provided. A dumpster is available on the east side of the facility for disposal of trash. Failure to abide by this will result in the loss of the LESSEE'S reservation/damage/cleaning deposit(s). _____
13. **The facility closes at 11:00 p.m. and your event MUST be cleared by this time. Please remember to keep your event stop time in mind. Any clean up/removal of items must be done during your allotted start/stop time listed at the top of Page 1 and within the facility closing time. You may return the next business day (see item 4) to remove any items.** _____
14. Handicap/Service animals only. _____
15. **Requirements for Security Personnel** shall be at the discretion of the WMCC personnel for all rental agreements. Cost of security shall be the responsibility of the LESSEE. _____
16. LESSEE is responsible for positive control over all children during the rental period. Failure to do so can lead to WMCC personnel cancelling the event and asking all people to leave the premises **AND** forfeiture of rental and reservation/damage deposit. **CHILDREN ARE TO BE KEPT IN THE AREA BEING RENTED & SUPERVISED AT ALL TIMES!** Adjacent rooms may be rented to accommodate children and supervisory adults if necessary. _____
17. **Will you have alcohol at your event?** ☐ NO ☐ YES If yes, please complete page four of this agreement, the alcohol addendum agreement. **LESSEE, please notify your guests that alcohol/beer etc. is NOT allowed outside of your event room or outside in the parking lots.** _____
18. **Smoking is not allowed in the building.** It is only allowed outside near the cigarette disposal containers or the picnic table area. No smoking in any other area of the facility or surrounding grounds. _____
19. LESSEE may utilize the kitchen with prior coordination with WMCC personnel. **No food preparation or cooking allowed in any room. Warming of food allowed ONLY by utilizing microwave or steam table. LESSEE to provide their own steam table pan inserts. No coolers/ice chest of any size will be allowed.** LESSEE is responsible to clean the kitchen and any equipment used. **If using the steam table, a \$25 additional charge to be collected with rental fee.** LESSEE must supply all kitchen supplies (paper towels, wash cloths, dish towels, etc.) and utensils (serving spoons, dishes, cutting boards and knives, etc.). LESSEE is responsible for any damage/cleanliness of equipment. Reservation/damage/cleaning deposit will be used to repair/correct damage/cleanliness issues. Costs exceeding the damage deposit(s) will also be the responsibility of the LESSEE and LESSEE shall remove all unused portions of food from the premises. _____
20. If LESSEE is using a catering service: LESSEE is responsible for the caterer and all employees. The LESSEE is responsible for any damages/uncleanliness by the caterer or other employees. The LESSEE is responsible to wash and clean all items used, take remaining food away, and bag and dispose of trash in the kitchen. A dumpster is available on the east side of the facility for disposal of trash. Failure to abide by this will result in the loss of the LESSEE'S reservation/damage/cleaning deposit(s). _____
21. LESSEE is responsible to keep room capacity within code as listed in this agreement in accordance with Fire Laws & Safety Regulation of the State of Louisiana and the City of Deridder. Limits are listed on page 5. _____

22. **No weapons of any kind are allowed on the premises of the WMCC** unless approved and authorized by the Director for security reasons (Item 15). _____
23. LESSEE, if renting room 5 **AND** using projector, is responsible for the projector remote. An additional \$250 deposit is required to replace the remote in the event it is lost or damaged during rental. _____
24. **LESSEE is responsible to bring ALL necessary items/supplies for their event. The WMCC does not have an inventory of items/supplies available to loan/give to you.** _____
25. In the event of a power outage during your event, your refund will be pro-rated and approved by the board of directors. IF severe weather (hurricane, tornado, etc.) is being forecasted for our area, the Director has the discretion to cancel your event prior to your event date and will refund the full rental fee. _____
26. If any damage exceeds the damage deposit(s) amount, an appraisal/estimate of repairs will be created and provided to the LESSEE. The LESSEE agrees to pay for any and all damage that may occur. This includes, but not limited to, all plumbing, AC/Heat systems, light fixtures, museum cabinets and memorabilia, appliances, doors, walls, tables, chairs, ceiling tiles, furniture and other fixtures. _____
27. **Any matter not herein expressed, provided, and shall rest solely with the discretion of the WMCC Board of Control and personnel.** _____

WHEN SIGNED: This document becomes an agreement with the WMCC & the LESSEE. The LESSEE agrees to the terms, conditions, abide by all rules and regulations as stipulated and/or implied by the WMCC Control Board and Personnel.

NOTE: The person who signs the rental agreement will be considered the "LESSEE or Responsible Party" for the event.

Please provide an email address if you want a scanned copy of your contract sent to you.	
Please provide an additional contact name and number:	
Lessee Signature:	Date Signed:
Amount Paid \$:	☐ Check (Check #) ☐ Money Order (M.O. #) ☐ Paid by Debit/Credit Card Name on item checked above: _____
Receipt #:	
Balance Due \$:	☐ Check (Check #) ☐ Money Order (M.O. #) ☐ Paid by Debit/Credit Card Name on item checked above: _____
Receipt #	Damage Deposit Check #
WMCC Personnel Signature:	Date Signed:

*******STOP HERE! PLEASE DO NOT SIGN BELOW*******

DAMAGE DEPOSIT RETURN Sign here ONLY when damage deposit is picked up.

Damage Deposit Recipient: Signature: _____ Date: _____

WMCC Personnel Signature: _____ Date: _____

**STOP!!! To be completed ONLY if you have initialed
YES on Item 17 to have beer/alcohol at your event!**

**Alcohol Addendum to the
War Memorial Civic Center (WMCC) Lease Contract**

The purpose of this policy is to establish procedures for events where alcohol/beer will be served/allowed.

1. I understand and agree to assure compliance with the responsibilities of a private social in a public place as set forth in Louisiana Revised Statue section 9:2800.1, including but not limited to the following requirements:
 - a. Alcohol may only be served with food and done so within all applicable laws.
 - b. LESSEE/caterer shall not sell, dispense, or give alcohol to an intoxicated person.
 - c. LESSEE /caterer shall not sell, give or otherwise supply any alcohol/beer to any person to consume under the age of 21 or have a person under the age of 21 years of age involved in serving alcohol/beer. All guests are required to provide a valid government issued ID to be served.
 - d. LESSEE/caterer shall not dispense alcohol on the premises or permits its consumption at the WMCC between the hours of midnight to 9 a.m.
 - e. LESSEE/caterer shall not keep on the premises any alcoholic beverage in any container except for the original package purchase and said original packaging/container cannot be reused for any reason.
 - f. **No alcohol shots of any kind are permitted to be served at any event.**
 - g. The serving of alcohol shall cease 30 minutes prior to the scheduled conclusion of an event.
 - h. **Alcoholic beverages/beer are allowed in the RENTAL ROOMS ONLY and may not be consumed anywhere else inside or outside of the facility. No one can leave the building with open alcoholic beverages/beer container(s).**
 - i. **NO COOLERS OF ANY SIZE WILL BE ALLOWED.**
 - j. Consumption of alcohol without its being listed in the lease contract will result in the forfeiture of the deposit and possible early closure of the event and termination of lease contract.
2. If any damages exceed the damage deposit(s) amount, an appraisal and estimate of repairs will be created and provided to the renter. The LESSEE agrees to pay for any and all damage that may occur. This includes, but not limited to, all plumbing, AC/Heat systems, light fixtures, museum cabinets and memorabilia, appliances, tables, chairs, ceiling tiles, furniture and other fixtures.
3. Cancellation/Cleanup-please see the WMCC Lease Contract.

I do hereby agree to hold harmless and indemnify the WMCC, Beauregard Parish Police Jury and their employees for any damage that may occur to the person(s), guest(s), and articles of lessee's equipment during the time we and the articles are in/outside the building. Your signature constitutes your agreement to abide by these policies and procedures and to notify your guests accordingly.

Lessee Printed Name: _____ Event Date: ____/____/____

Lessee Signature: _____ Date Signed: ____/____/____

Rental Policy & Prices

1. Rental Policy:

- a. **Category 1 (Government agencies):** This category is defined as all Federal, State, Parish, and City agencies. **Government agencies may use the WMCC rooms at no cost from 8 a.m.-4 p.m. After 4 p.m. and on Saturdays (excluding Sunday and holiday weekends), the cost of rental will be the Non-Profit Group rate unless charging admission/asking for donation (see item 1b).** Public Servants/Political Candidates or a Meet the Candidate event is not considered a government agency and will be charged the general public price. Category 1 is exempt from the reservation/damage/cleaning deposit fee.
- b. **Category 2 (Non-Profit):** This category includes all non-profit groups (except schools, churches with multiple events). All non-profit groups must be registered as a non-profit **and provide a copy of their tax exempt document from the IRS to the WMCC prior to renting a room.** Category 2 non-profits will receive a 50% reduction in standard room fees **UNLESS you are charging admission or asking for donation or require a ticket purchase/monetary donation/participant fee or selling of items/having an auction, then you will be required to pay the Category 3 pricing for the General Public.** However, security deposits will be paid in the same manner as other organizations, individuals, or groups. Public Servants/Political Candidates or Meet the Candidate events are not considered non-profit and will be charged the general public price.
- c. **Category 3 (General Public):** Any person, organization, or association not covered in Category 1 or Category 2. All rules and regulations apply to these users.

2. Room Rental Prices:

- a. **Rooms 3 and 4:** \$130.00 (see item 2c.) up to a four hour period (including setup and takedown); \$45.00 per hour after the initial four hours. If renting room 5 as well, the fee for room 3 and 4 will automatically be adjusted to match the up to rental time for room 5.
- b. **Room 5:** \$375.00 (see item c.) for up to a six hour period (including setup and takedown); \$45.00 per hour after the initial six hour period. \$275 (see item 2c.) for Funeral Repast-up to 4 hours maximum. \$45.00 per hour after initial four hour period.

If applicable, see page 6 for other costs.

- c. Category 2 and 3 renters will pay a \$50.00 (Room 3 or 4, \$125.00 Room 5) refundable reservation/damage/cleaning deposit for **EACH** room rented. If any damage exceeds the damage deposit(s) amount, an appraisal/estimate of repairs will be created and provided to the LESSEE. The LESSEE agrees to pay for any and all damage that may occur. This includes, but not limited to, all plumbing, AC/Heat systems, light fixtures, museum cabinets and memorabilia, appliances, doors, walls, tables, chairs, ceiling tiles, furniture and other fixtures. **Once the WMCC staff has inspected your room for damage and cleanliness, you may pick up your damage deposit or cancellation refund in 5-10 business days or it can be mailed to you, whichever is convenient.**

3. Food Truck Rental Space:

This category allows for the LESSEE to contract with Food Truck companies to service a scheduled event when the LESSEE has rented the facility or a portion of the facility from the Lessor (WMCC).

- a. The LESSEE shall provide a copy of the signed contract with any Food Truck vendor.
- b. The Food Truck shall be confined to the east side parking lot of the WMCC.
- c. The LESSEE agrees to hold harmless and indemnify Lessor WMCC from any and all claims by any third party claiming damages or injury while the event is ongoing.
- d. All Food Truck (vendors) agree to abide by any and all rules of Lessor (WMCC).
- e. The costs to allow such Food Truck (vendor) shall be zero unless specified here: _____

WMCC Rental Fees & Damage/Cleaning Deposit Schedule

***REMEMBER: *If you use the maximum number of tables in the room there is less space for other activities*.**

Room 3	Group 2 (Non-Profit)	Group 3 (Others)
Marshall (Gray Room)		
Size: 27'x40', 1,080 Sq. Ft		
Maximum Capacity: 50		
- Seated: 6-8 people/table		
- Long Tables: up to 8*		
- Round Tables: NONE		
Initial Rental: up to 4 hours	\$90 (pg. 5 item 2c-\$50 refundable damage deposit)	\$130 (pg. 5 item 2c-\$50 refundable damage deposit)
Cost per hour after initial time:	\$15	\$45

Room 4	Group 2 (Non-Profit)	Group 3 (Others)
Bradley (Green Room)		
Size: 30'x32', 960 Sq. Ft		
Maximum Capacity: 50		
- Seated: 6-8 people/table		
- Long Tables: up to 8*		
- Round Tables: up to 7*		
Initial Rental: up to 4 hours	\$90 (pg. 5 item 2c-\$50 refundable damage deposit)	\$130 (pg. 5 item 2c-\$50 refundable damage deposit)
Cost per hour after initial time:	\$15	\$45

Room 5	Group 2 (Non-Profit)	Group 3 (Others)
Eisenhower Auditorium		
Size: 47'x67', 3,149 Sq. Ft		
Maximum Capacity: 200		
- Seated: 6-8 people/table		
- Long Tables: up to 24-26*		
- Round Tables: up to 24*		
Initial Rental: up to 6 hours	\$250 (pg. 5 item 2 b-c-\$125 refundable damage deposit)	\$375 (pg. 5 item 2 b-c-\$125 refundable damage deposit)
Funeral Repast - up to 4 hours		\$275 (pg. 5 item 2 b-c-\$125 refundable damage deposit)
Cost per hour after initial time:	\$15	\$45
Projector remote if lost/damaged	\$250	\$250
Steam Table Fee	\$25	\$25

WMCC LESSEE REMINDERS:

*If the space isn't rented, courtesy time is allowed the day before your event from 8a-2p OR the day of, if the event is on a weekday (item 4).

*Please make sure to bring all necessary items/supplies for your event (item 24).

*Table/floor displays only. No décor on walls, ceilings, doors, windows (item 3).

*Responsible for the removal/cleanup of excessive confetti/glitter from the tables/chairs/floor (item 10).

*No coolers/ice chests of any size (item 19).

*No food preparation/cooking in any room. Warming of food allowed ONLY by utilizing microwave or steam table. LESSEE to provide their own steam table pan inserts. Lessee is responsible for cleaning the kitchen and any equipment used. Lessee must supply their own kitchen supplies, etc.(item 19).

*The lobby area is not included for your event (item 11).

*All tables used to eat/serve food/drink from are required to be covered with tablecloths (item 3).

*All trash must be bagged and properly disposed of in the dumpster provided (item 12).