

The Courtyard
 105 Pearl St
 Minden, LA 71055
 318-268-5789
 amreasley@gmail.com



COURTYARD ONLY

Rental Date: _____
 Expected Date/Time in: _____
 Expected Date/Time out: _____
 Total Rental Amount: _____
 Deposit \$ _____ Pd Date: _____ ca/ck/cc
 Final Pmnt \$ _____ Pd Date: _____ ca/ck/cc
 Insurance Certificate on File: _____
 Check-out: _____

Date: _____ Contact Name: _____ Cell Phone: _____

Organization/Event _____ Expected Attendance (Not to exceed 150): _____

CC # _____ Exp Date: _____ CVV Code: _____ ZipCode: _____

Rental Prices

	<u># Days</u>	<u>Amount</u>	
1. Courtyard Outside	1 or 2	650 or 1100	\$ _____
2. Courtyard & Bridal Area	1 or 2	825 or 1050	\$ _____
3. Courtyard & Warehouse	1 or 2	900 or 1200	\$ _____
4. EVERYTHING! Courtyard, Warehouse & Bridal Area	1 or 2	1150 or 1700	\$ _____
5. Courtyard (Weekdays only)	½	400	\$ _____
6. Warehouse & Courtyard (Weekdays Only)	½	550	\$ _____

Total Misc Items (See attached) \$ _____

Total Rental Amount: \$ _____

Non-Refundable Deposit (50%): \$ _____

Amount Due on Rental Date: \$ _____

I have read, understand and agree to the terms of the contract:

Client Signature: _____ Date: _____ Courtyard Representative: _____ Date: _____

Downpayment: A non-refundable deposit that goes towards the rental price must be made in order for the event date to be saved. The deposit starts at 50% of the Total Rental Amount and may extend higher depending on the nature of the event. Full amount of rental is due prior to rental date. A credit card number must be given in the chance that the terms of the contract are not met.

Insurance: \$1MM Liability Event insurance is required per the Indemnification Clause below. Proof of insurance for event date will be required before keys are handed over. If you plan to close Pearl Street in front of The Courtyard, you will have to complete a Street Closure Request form and submit to the City of Minden and show an additional proof of Liability Event insurance naming the City of Minden.

Keys: Keys to the facility will be given out on the day before the event at a date and time scheduled with the Courtyard Representative. A walk-through with check list will be performed with a responsible party. Keys are to be returned on the next business day or a date in agreement to both parties and a final walk-through with a responsible party will be performed.

Tables & Chairs: The Courtyard includes for your use the following:

1 ea: Decorative Round Iron Black Table with 4 matching chairs

7 ea: Plastic Round Tables, black with hole in middle to accommodate an umbrella- 45" dia

10 ea: Plastic Round Table, white, 48" dia

47 Plastic/metal black folding chairs

Additional chairs and tables can be rented directly from a rental place. See our List of Vendors for some rental places to contact or use any vendor you would like. Any items delivered to the site must be removed by noon the next day or reviewed with The Courtyard for exceptions. Any items left by the next business day will assess charges to credit card on file of \$50/day.

Table Umbrellas: If umbrellas are being used, the following guidelines must be strictly adhered to: Umbrellas can only be used by placing in the center hold of a table. Umbrellas must be kept in the down position until needed. Umbrellas must be put into the down position and put into the downstairs bathroom area if raining or windy. Umbrellas must be put in the down position and moved into the downstairs indoor bathroom area at the end of the event or end of the day if coming back the next day. Any damage to the umbrellas whether caused by client, a person at the event or by wind or any weather event is the responsibility of the client. If the umbrellas are damaged for any reason and these guidelines are not strictly adhered to, a fee of \$150 per umbrella will be charged to the client.

Large Fan: If the large fan is being rented, the following guidelines must be strictly adhered to: Any damage to the fan whether caused by client, a person at the event or by any weather event is the responsibility of the client. If the fan is damaged or does not work after the event for any reason, a fee of \$500 will be charged to the client.

Standing Heaters and Propane Tanks: If standing heaters are being used, the following guidelines must be strictly adhered to: Heaters can only be used outside. Heaters can not be used if it is raining or sprinkling or if there is excessive wind that may cause the heater to blow over. Heaters must be moved into the downstairs indoor bathroom area if it is rainy or windy. At the end of the event (or end of the day if coming back the next day), heaters must be moved into the downstairs indoor bathroom area. Propane tank must be removed from the heater housing before moving and propane tank must be stored inside as well. Please make sure propane tank valve is closed tightly at all time when not in use. Any damage to the heaters or to the propane tanks whether caused by client, a person at the event or by wind, rain or any weather event is the responsibility of the client. If client runs out of propane and would like to have more, it is the client's responsibility to get the tanks filled again. Propane tanks can be provided full prior to the event at a cost of \$20 or the client can provide their own tanks. If the heaters or propane tanks are damaged for any reason and these guidelines are not strictly adhered to, a fee of \$300 per damaged heater and \$100 per damaged propane tank will be charged to the client.

Bluetooth Speakers: There are outdoor speakers located on the wall behind the bar for you to connect to to play your own music at the event. You may have to unplug and replug the speaker power for it to reset and connect to your device.

Tents: In the event of rain, we have one tent rental company, Ark-La-Tex Tent Rentals authorized to set up in The Courtyard. See our List of Vendors.

Front Bathroom Area: This area must be left clean with bathroom trash removed and placed in big trashcans in back. Do not attempt to enter the door that is marked "Do Not Enter". A broom and cleaning towels are available if any accidental messes are made. All lights are to be turned off and door is to be locked when leaving for the night.

Warehouse Indoor Area: If rented, this area is to be left clean with all trash removed and placed in big trashcans in back and any messes cleaned up. The two closet areas that are closed with curtains are private and are not to be entered. The door in the room at top of brick steps marked "Do Not Entered" is to be left alone. All lights are to be turned off, AC or Heat is to be turned off and doors are to be locked when leaving for the night.

Upstairs Area/Bridal Room: Only designated areas of the upstairs as identified on the walk-through prior to rental date are to be used. Unauthorized access by anyone at the event to any other area may result in a charge of \$500 + any damages to the facility or its contents or if any of the contents are stolen or missing. Please make sure no one enters any of the designated private areas. Only the client and designated small group of guests are allowed upstairs during the event. The main event shall not take place upstairs. Towels for drying hands will be provided. Please do not wipe anything other than water on these towels, (ie: make-up, spills, etc). If it is found that the towels are stained or damage, cost for replacement will be charged to the client. Paper towels will be provide. Cleaning towels in the event of a spill will be located downstairs at the bar area.

NO SMOKING IS ALLOWED UPSTAIRS AND ANYWHERE INSIDE THE BUILDING.

No one is allowed to spend the night in the building.

½ Day Rental Requirements: ½ day is for no more than 4 hours and must end no later than 8:00pm. Renter will get keys at the time the rental period starts and clean-up and leaving the venue must be done within 4 hours.

Additional: Many of our renters have the city close down the street in front of The Courtyard to extend the event area. If you're interested, the request to do this should be done a month in advance of the event date so that the City Council can review and approve. The secretary to the mayor of Minden can be contacted to obtain the Request Form and instructions at 318-377-2144 x 433.

Access to The Courtyard begins when keys are handed over and the final walk-through is made the day before the event unless otherwise approved.

A mandatory walk-through is required with a responsible party the day before the event when keys are handed over and after final payment is made.

There will be no parties at The Courtyard with a cover charge.

Smoking is permitted in The Courtyard. There will be no smoking permitted inside and of the buildings including the front bathroom area; back indoor warehouse area, back bathrooms or upstairs inside the building. Cigarette butts must be placed in the butt cans provided.

The plants and landscaping are not to be touched, broken, or damaged in any way. Nothing should be put into the fountain. In the event that there is any damage to the plants or any objects or liquids are put into the fountain, your deposit will not be refunded and an additional charge to cover the cost of replacement will be assessed

The Courtyard takes great pride in the neat and clean appearance for each event. In return, we expect after an event to have The Courtyard left as neat and clean as when you arrived. All cigarette butts must be picked up and disposed of in the provided butt cans. All trash must be picked up and trash bags in the trash cans removed at the end of the evening and put in the big blue trash cans in back of the facility. No trash or cig butts should be in the flower beds at any time.

The Courtyard will blow and clean the facility by 4:00 the day before the event. Since this is an outdoor event, there may be leaves and plant items that have fallen from the trees and/or pollen depending on the time of the year that may accumulate before the event the following day. The Courtyard will leave towels and cleaner if needed to wipe down tables and the bar area as needed just prior to the event.

The Front and Back gates and the door to the Serving Area/Bathroom and the doors to the upstairs area (if used) must be locked before leaving the facility after the event.

After the event and when the keys are turned in and the area is reviewed to assure adherence to the contract terms, the contract will be considered met in full. If any damage is found or the terms of the contract are not adhered to, the credit card on file will be charged for the assessed value as determined by The Courtyard.

If your event is cancelled for any reason, deposit will not be refunded.

Damages or Missing (Stolen) Items: In cases where property including but not limited to tables, chairs, fan, umbrellas, heaters, stereo speakers, refrigerator, fencing, trash cans, butt can, potted plants, hoses, hose reel, pergola, lighting, bathroom fixtures, fire extinguisher, furniture, towels, decorative items, flooring, structural items, plants, fountain, bar, kitchen utensils or appliances have been damaged or abused beyond normal wear or have been stolen or are missing, whether the client is aware of it or not, and if any of the guidelines outlined in this contract have not been followed, The Courtyard will charge the credit card on file for the replacement costs of the damaged item(s) or missing items and any clean-up required. The plants and landscaping are not to be touched, broken or damaged in any way. Nothing should be put in the fountain. In the event that there is any damage to the plants or any objects or liquids found in the fountain, the cost to replace the entire plant along with any costs to replace the damaged items associated with the plant or fountain will be charged to the credit card on file.

Alcoholic Beverage Policy (per City requirements): Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event. It is suggested that a designated bartender serve alcohol. The Client agrees to follow responsible beverage service policies included but not limited to the requirements of the law and specifically: ☐ Assuring everyone served alcohol is over 21 ☐ No one who is obviously intoxicated will be served alcohol ☐ Anyone who appears to be unable to safely drive will be prohibited from driving and a ride will be provided for that person and their guests

Indemnification: Client agrees to defend, indemnify and hold harmless The Courtyard, Kerry and Anne Easley, Kerry Easley Unlimited LLC, and it's employees and Julie Franks from and against all claims, demands, causes of action, or liabilities incurred by The Courtyard or its employees, arising from the Client's acts or omissions under this agreement or any act or omission of the Client's vendors, employees, contractors, or persons attending the event with the expressed or implied permission or invitation of the Client. The Courtyard, Kerry and Anne Easley, Kerry Easley Unlimited LLC and it's employees and Julie Franks will not be held responsible for any losses, damages, or injuries that may occur during any time that the Client, Client's vendors, employees, contractors, or persons are on The Courtyard property or any property owned by The Courtyard, Kerry and Anne Easley, or Kerry Easley Unlimited LLC or Julie Franks

Misc Items to Rent

Rectangular Table, 2.5' x 8' \$8 \$ _____
(included with Inside Rental)

Rectangular Table, 2.5' x 4' (2 ea) \$5 x _____ = \$ _____

Umbrellas (6 each): \$5 x _____ = \$ _____

Large Fan: \$25 \$ _____

Standing Heaters (4 each): \$30 x _____ = \$ _____

Full Propane Bottles for Heaters: \$20 x _____ = \$ _____

Large Chalkboard Easel: \$5 \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Misc Items: \$ _____

Add this amount to Contract Page 1.