



The Community Center at England Airpark
RENTAL AGREEMENT

THIS AGREEMENT made this ____ day of _____, 20__, between the ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT, a political subdivision of the State of Louisiana, having its principal place of business and registered office at England Industrial Airpark and Community (hereinafter referred to as "England Authority" or "Lessor"), and

Lessee: _____ Contact Person: _____
Address: _____ Home/Work Phone: _____
City, State, Zip: _____ Mobile Phone: _____

For and in consideration of the Total Rental Fee as specified in this Agreement, the England Authority grants to the Lessee the use of The Community Center at England Airpark (Building 1211), (hereinafter referred to as "Community Center" or "Premises") located at 1718 Kegleman Blvd. in the England Industrial Airpark and Community (Rapides Parish, Louisiana) for the dates and times stated in this Agreement.

The date of your function will be reserved on the calendar for the Community Center and confirmed only upon receipt of your \$250.00 Non-Refundable Deposit and signed contract. The Community Center can only be booked up to one year in advance.

Initial
_____ 1. OCCUPANCY. Occupancy of the Community Center shall not exceed occupancy as per room set-up as stated in the England Authority layouts:

Banquet style - 320 | Classroom style - 252 | Theater style - 600

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_____ 2. CLEANING FEE. In addition to the rental fee, a cleaning fee of \$100.00 is required. This fee is to cover cleaning costs as per specifications of the Community Center before and after the scheduled function. The Lessee shall be responsible for pick-up and placement in trash bags and of paper, trash, and debris, etc. after the use of the Community Center. Said trash bags shall be placed in the dumpster located on the Premises.

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_____ 3. SET-UP & DISMANTLE. If provided by the Community Center, a setup and dismantle fee of \$200.00 is charged and includes set-up/dismantle of up to 25 tables of any size/shape and 200 chairs.

If tables and chairs are rented or provided by a third party, it is your/their responsibility to set-up, breakdown and remove their furnishings.

England Authority assumes no responsibility for lost or broken equipment rented from another company. England Authority reserves the right to make any changes in the set-up that are against policies of the Community Center.

Initial
_____ 4. ADDITIONAL RENTALS. Rental fees for additional items are as follows:
60" Round Table \$6.00 Each
72" Rectangular Table \$6.00 Each
Chair \$1.25 Each
A/V Rental (Microphone, Screen, Projector) \$100.00 per Event

The Community Center at England Airpark
RENTAL AGREEMENT

Initial _____ **5. DAMAGE DEPOSIT.** A \$250.00 damage deposit is due on or before the last business day prior to scheduled event. Checks are not permitted for damage deposits. Only cash or credit card hold will be accepted. The damage deposit will be returned the week following the scheduled event, provided there is no damage to the Community Center, furniture, furnishings or equipment or extremely excessive debris on the Premises.

Any damages done to the Community Center are the responsibility of the Lessee. Lessee shall pay the cost of repairing any damage which may be done to the Premises or any of the fixtures, furniture or furnishings thereof by any act of the Lessee or any of the Lessee's employees or agents or anyone visiting the building upon the invitation of the Lessee, including the patrons of the function for which the Lessee is hereby renting the Community Center.

The England Authority shall not be responsible for loss or damage to machinery, equipment, paraphernalia, costumes, clothing, scenery, trucks, exhibit materials, musical instruments, or cause for same, or any other property of the Lessee caused by theft, fire, riot, strikes, acts of God or any other cause of whatever nature or kind.

Initial _____ **6. SECURITY.** Security is required for all functions after 5:00 p.m. Security is \$30 per hour with a 4-hour minimum per security guard. If no alcohol is served, one (1) security guard is required. If alcohol is served, two (2) security guards are required. England Authority will coordinate introduction of Lessee to England Airpark Police Department (managed by Rapides Parish Sheriff's Department) prior to the event. Payment is to be made directly to the security guards by Lessee at time of event.

Upon rental of the Community Center, Lessee has the rights to utilize the grounds which comprise the Community Center. The Lessee is responsible to ensure no guests trespass beyond the boundaries of the leased Premises.

Initial _____ **7. CATERING.** Lessee is not required to hire a licensed caterer. Lessee will have prep-only use of the Community Center's kitchen. A licensed caterer will have full use of Community Center's kitchen. Licensed caterer is required to provide \$1,000,000 Event Liability Insurance Certificate to England Authority prior to said event.

Initial _____ **8. ALCOHOL.** No B.Y.O.B. Lessee MUST obtain a professional for the distribution of liquor and Professional Distributor must hold a liquor liability license. Professional Distributor is required to provide \$1,000,000 Event Liability Insurance Certificate to England Authority prior to said event.

The Lessee is solely responsible for any alcohol related incidents or violations of law that may occur as a result of use of the leased Community Center.

The use of drugs or any illegal substance on Leased Premises is strictly prohibited.

Initial _____ **9. CLOSING HOURS.** Closing time is 1:00 a.m. Any live band, DJ or amplified sound from outdoors will stop at midnight. Any live band, DJ or amplified sound inside the building will stop at 1:00 a.m.

The Community Center at England Airpark
RENTAL AGREEMENT

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_____ **10. DECORATIONS.** No decorations and/or equipment shall be placed in or on the building, walls or corridors. Nor shall advertising signs be supported by nails, tacks, screws or pressure sensitive tape on walls or woodwork without the approval of the England Authority. All decorations must be of non-flammable material and shall conform to the regulation of the England Airpark Fire Department and all applicable ordinances of the State. Decorating time shall be included in the time specified for the rental and access prior to the time specified will not be allowed. No candles, birdseed or rice are allowed to be used on the Premises.

The England Authority is not held responsible for any items that are left at the facilities.

The England Authority shall not be responsible for collection charges on any materials, printed or advertising matter to be delivered for account of the Lessee.

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_____ **11. SMOKING POLICY.** No smoking is allowed inside of the Community Center. Trash receptacles with sand are provided on the outside of the Community Center for cigarette disposal. Bands, DJ's, etc. are NOT allowed to use any type of fog or smoke machines in the Community Center due to sensitive smoke detector.

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_____ **12. HOLD HARMLESS.** Lessee agrees to indemnify, save, hold harmless and defend England Authority, its commissioners and employees, from and against all suits, claims, demands or actions, liabilities, judgments, costs and attorneys' fees (including all reasonable costs of litigation), for damage to property, injuries to persons, including wrongful death by reason of, or incident to, Lessee's occupation of, possession of, operations on, or use of the Premises unless said damages or injuries shall be caused by or result from Lessor's sole negligence or fault.

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_____ **13. ENGLAND AUTHORITY STAFF.** An England Authority representative(s) will be present during your function's entirety. Duly authorized representative(s) of the England Authority shall have free access, at all times, to all space occupied by the Lessee.

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_____ **14. CANCELLATION.** If the booking is cancelled three-hundred sixty-four to ninety-one (364-91) days prior to the event date, Lessee shall receive a refund of any pre-payment of the Total Rental Fee less the \$250.00 Non-Refundable Deposit. Total Rental Fee is to be paid in full for any events cancelled 90 days or less. If the event is cancelled by the England Authority, the \$250.00 Non-Refundable Deposit shall be refunded to Lessee.

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_____ This Agreement is a legal, binding document. Any matters not herein expressly provided for shall be binding upon Lessee. The Lessor and Lessee agree that this written Agreement supersedes any verbal Agreement that may have been made between the parties. The Lessee shall not assign or sublet to others the space covered by this rental Agreement.

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_____ The rental includes established electric lights, heat and/or air-conditioning needed to use the Community Center; however, failure to furnish any of the foregoing resulting from circumstances beyond the control of the Lessor shall not be considered a breach of this Agreement.

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_____ The England Authority reserves the right to cancel any previously booked dates due to circumstances beyond the control of the England Authority. The England Authority may terminate any grant of space to the Lessee if use of property shall in any way conflict with Federal, State or local laws, or if occupancy shall operate to discredit the England Authority.

Initial
_____ No person, group or association shall be excluded from use of any public facility because of race, color, creed or national origin and no rules may be promulgated by Lessee of public facility which will discriminate against any person, group or association or exclude them from use of the public facility or participation in the public facility's activities.

The Community Center at England Airpark
RENTAL AGREEMENT

Initial _____ Checks or money orders shall be made payable to "EEIDD" and mailed or delivered to the England Authority, Attention: Janet Lacombe, 1611 Arnold Drive, Alexandria, LA 71303, along with the signed original of this Agreement. Credit card payments must be made in person at the same address.

Total Rental fee shall be paid in full no later than _____.

I HAVE READ AND AGREE TO THE TERMS STATED IN THIS AGREEMENT. IN WITNESS THEREOF THE PARTIES HAVE AFFIXED THEIR SIGNATURES AS FOLLOWS:

LESSEE:

ENGLAND AUTHORITY:

This Agreement is void unless signed by both parties and the original copy is returned to the England Authority with said deposit.