



BAYOU CIVIC CLUB

**Bayou Civic Club, Inc.**

**~operating Larose Regional Park & Civic Center~**

Post Office Box 1105.Larose, Louisiana 70373.(985) 693-7355.Fax (985) 693-7380

**Versailles Room Information:**

Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_

Rental Fee: \$\_\_\_\_\_ Other: \$\_\_\_\_\_

Add'l Phone: \_\_\_\_\_

Deposit Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_

E-mail: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit/Debit Card: \_\_\_\_\_

**Types of Fees:**

**Rates:**

**Over Rate:**

**Weekend/ Weeknight**

**\$456/ 4 hrs.**

**\$114/ hr.**

**Weekday (9 am – 5 pm)**

**\$55/ 1 hr.**

**501 c 3 Non Profits**

**\$342/ 4 hrs.**

**\$86/ hr.**

**Outside Caterer's Fee**

**\$360 flat rate**

**Kitchen / Non-Caterer**

**\$48/ hr.**

**Deposit (non-refundable) (Int.)\_\_\_\_\_ \$100 By Check/Cash/C/C**

**Excessive Clean Up Fee**

**\$120/ hr.**

**More than 4 hrs.**

**\*\*Facilities are booked on a first come, first served basis with the exception that Bayou Civic Club, Inc. sponsored programs are given preference in booking dates.\*\***

Decorations: \_\_\_\_\_

Deputy/ Security: \_\_\_\_\_

Catering: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Beer/ Liquor: \_\_\_\_\_

Contact Person During Event: \_\_\_\_\_

Paper Goods: \_\_\_\_\_

Payments: Cash Check Credit Card \_\_\_/\_\_\_/\_\_\_ Amt: \_\_\_  
Cash Check Credit Card \_\_\_/\_\_\_/\_\_\_ Amt: \_\_\_  
Cash Check Credit Card \_\_\_/\_\_\_/\_\_\_ Amt: \_\_\_  
Cash Check Credit Card \_\_\_/\_\_\_/\_\_\_ Amt: \_\_\_

Linens/ Paper/ Sashes: \_\_\_\_\_

- The renter must be 18 years of age to book an event and must be present during the entire event
- The contract must be signed & returned with a damage deposit of \$100 (by check) before event can be booked formally
- The complete rental fee & is due one (1) business day prior to event
- **Cleaning – if excessive cleaning is required (more than 4 hours), you will be required to pay the invoice issued to you**
- **Cancellation must be in writing no less than thirty (30) days before the event**
- There will be NO adult themed parties, NO glass bottles (champagne size, not individual size), NO smoking in building, NO confetti, party poppers or smoke machines allowed. NO blocking fire exits or doorways.
- Renter is responsible for the removal of all personal property, decorations, food & drink immediately after function unless other arrangements are made
- **Room & kitchen** are available three (3) hours before the function (if rental fee is \$200 or more). If less than \$200 rental fee, the room & kitchen are available one (1) hour before event.
- If the room is not scheduled for rental, approval to decorate during office hours may be given from staff
- Table & chairs: set-up is the day of the function and is FREE if done by the staff, Non Profits are required to assist in setting up
- **Decorating:** NO hammering, taping, stapling or pinning to curtains or tables. Only painter’s tape can be used on floors and walls. Backdrops, lattice, fabric, flowers, plants, linens, columns and more available for rent.
- Renter may prepare his own foods but is liable for foods & beverages and must take proper hygiene practices.
- **Caterers:** Kitchen usage fee (\$360) is due two (2) days prior to the events. **The caterer must leave the kitchen cleaned and mopped and must empty the trash or the renter and the caterer will be billed.** The caterer must have a valid annual Permit for a Food Service Establishment as well as a valid Certificate of Completion for Food Safety Certification Program which need to be presented to the LCC Office.
- **Non-Profits must submit a federal tax ID form** at the signing of the contract. Non-Profits **must provide four (4) physically capable people –able to lift 50 lbs. - in setting up for the event as well as dismantling and cleaning after the event. The Non-Profit will provide these people at times specified by the Center’s administration. Failure to comply will result in being charged full-price.** When Non-Profits prepare their own foods for fund-raisers, they must provide a certificate of insurance with “products and completed services coverage in the amount of \$1,000,000 naming and waiving the Bayou Civic Club, Inc. **If liquor is served,** a Lafourche Parish Sheriff must be hired. Arrangements are made through the LCC Office. A La. State Beer/Liquor & Parish permit if serving for events for profit, must also be obtained.
- If liquor is served, the **bartender must have a permit** “Louisiana Responsible Vendors Server” and must provide the information one (1) business day before the event to LCC. Larose Civic Center can supply bartenders @ \$14/hr. and servers are \$13.50/hr.

By signing this agreement, renters acknowledge that they understand the rules and regulations concerning the use of the Center as set forth by the Bayou Civic Club, Inc. They also agree to pay for any and all damages caused to the facility or equipment during the holding of the function. **Also by signing the document below renters agree that the Bayou Civic Club, Inc. shall be held harmless and indemnified for any and all injuries and damages caused by renter’s activities connected with renter’s function.**

RENTER’S SIGNATURE: \_\_\_\_\_  
 CATERER’S SIGNATURE when applicable: \_\_\_\_\_  
 BCC STAFF SIGNATURE: \_\_\_\_\_

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

[www.bayoucivicclub.org](http://www.bayoucivicclub.org)