CITY OF BASTROP

PARKS & RECREATION DEPARTMENT

RENTAL CONTRACT

This agreement made and entered on this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

2022, between the **City of Bastrop, Louisiana “Lessor”,** hereinafter referred to as **City of Bastrop** and

“LESSEE” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WITNESSETH**

1. For and in consideration of the sum hereinafter specified, CITY OF BASTROP

grants the Lessee the use of the **MUNICIPAL CENTER:**

{Type of program} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on {date}\_\_\_\_\_\_\_\_\_\_\_

between the hours of\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_. You must be cleared and

checked out of the facility one (1) hour after ending time stated.

Decorating time shall be\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_. **The allotted amount of time for decorating is four hours. If you exceed the time set aside for decorating you will be charged $50.00 an hour for each hour over.**  **Access to the building will not be available except during the designated hours in this paragraph.**

2. The Lessee agrees to pay the City of Bastrop the following fees for said space:

Rental Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinaware $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Damage Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up Charges $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kitchen $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL DUE** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ A. There shall be three persons designed by the USER as responsible

parties for all actions involving use agreement; those persons shall be:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_B. USER shall not allow alcoholic beverages in building for parties,

dances, or any activities where minors are present.

\_\_\_\_\_\_C. Minor groups must have a minimum of four (4) chaperones for a

party and one of these chaperones must make the agreement for the rental with

the CITY.

\_\_\_\_\_\_D. A $\_\_\_\_\_\_\_\_damage deposit must accompany rental fee.

Within three (3) working days after the use of the building by USER, a

representative of the CITY shall examine the same to determine whether there

has been any damage occasioned by USER, or whether USER has left any

property inside the building. In the event there is damage to the building or

property being left by USER in the building, the CITY shall ascertain the cost of

repairing the damages and/or removing the property belonging to the USER and

an itemized statement of the damages to the building or cost of removal of

USER’S property shall be presented to USER and such shall be deducted from

the damage deposits. Should the damage deposit be insufficient, USER shall

within five (5) after notice, pay the CITY such sum as may be necessary to cover

the cost of stated above. Should no damage be found or no property of the USER

be left in the building, the CITY shall within ten (10) days after it’s inspection,

mail the damage deposit to the USER above named.

\_\_\_\_\_ E. Should the activity exceed the closing time of the rental stated on the

agreement, the USER will be billed for the extra time at $25.00 an hour or part

of the hour used over the allotted time.

\_\_\_\_F. Twenty-Five percent (25%) of total rental fee must accompany the

rental application. This amount is **NON-REFUNDABLE.**

\_\_\_\_\_. G. The total fee is payable no later than Five (5) days prior to the

actual rental date. Cancellation less than Two (2) days prior to the event will

result in the forfeiture of all payments.

\_\_\_\_\_\_ H. USER will be required to have no less than Two (2) City Policeman

for any activity, if deemed necessary by the CITY, which policeman shall be paid

by the USER for the hours that are on the contract.

***If such activity changes and police officers are not needed, they are to be***

***notified 24 hours prior to the event by calling Bastrop Police Department to notify at 281-1322 or your deposit will cover their fees.***

\_\_\_\_\_\_ I. Use of table clothes **are not included** in the rental fee. You are billed separate for the use of this item and you may choose to deduct charges from your damage deposit.

\_\_\_\_\_\_ J. The City of Bastrop, it’s agents, servants, or employees will not be

liable for any injury occurring while the building is rented. The USER agrees to

hold harmless and indemnify the City of Bastrop, it’s agents, it’s servants and

employees against all suits and causes of action arising out of or connected with

the use of the building and equipment owned by the City of Bastrop.

***THE MUNICIPAL CENTER CLOSES AT 12:00 AM WITH THE EXCEPTION OF NEW YEARS EVE, INDEPENDENCE DAY, LABOR DAY, AND THANKSGIVING DAY IN WHICH IT CLOSES AT 2:00 A*M AT THE DISCRETION OF THE PUBLIC WORKS DIRECTOR.**

I have read, and I agree to the terms of the USER agreement. There are

no oral or other representations not included herein. I acknowledge receipt of a

copy of this contract.

THUS, DONE AND PASSED ON THE \_\_\_\_DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022

**USER:** **CITY OF BASTROP**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Betty Alford-Olive, Mayor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**His/Her Subordinate**

POLICE OFFICERS: WITNESSES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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