

**SPITZFADEN COMMUNITY CENTER  
STANDARD RENTAL AGREEMENT**

This document, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and \_\_\_\_\_, hereinafter referred to as Renter or by Renters Authorized Representative, \_\_\_\_\_, For use of the Spitzfaden Community Center located at 3090 East Causeway Approach, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter’s contact information is:  
 Address: \_\_\_\_\_; City: \_\_\_\_\_ State: \_\_\_ Zip \_\_\_\_\_  
 Phone or Cell Number: \_\_\_\_\_; Email Address: \_\_\_\_\_.

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM | PM to \_\_\_\_\_ AM | PM

The Center is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. *Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the Community Center at (985) 624-3127 during normal working hours (8:30 am – 4:00 pm).*

Weeknight rentals are Monday through Thursday, 4:00 pm up to no later than 10:00 pm, based on availability. The week night rental fee is \$150.00 plus an additional \$75.00 refundable deposit for a total of \$225.00. Weekend rentals (Friday night through Sunday) are for a pre-arranged 6-hour period to end no later than 11:00 PM, no exceptions. The rental fee is \$450.00 plus an additional \$200.00 refundable deposit for a total of 650.00. The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the “City of Mandeville”.

**PAYMENT RECORD:**

<b>Payment Date</b>	<b>Amount Paid</b>	<b>Indicate Cash or Check No.</b>	<b>Receipt #</b>	<b>Balance Due</b>	<b>Payment Deadline</b>

**NOTE: A \$15.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.**

The “Rental Guidelines” are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Spitzfaden Community Center. Renters are encouraged to thoroughly read these guidelines.

The Renter’s signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

**SIGNED:** \_\_\_\_\_  
**Renter or Authorized Representative**

\_\_\_\_\_  
**Authorized Agent for City of Mandeville**

## **SPITZFADEN COMMUNITY CENTER RENTAL GUIDELINES**

1. All persons or groups wishing to rent the Spitzfaden Community Center for meetings or special events are required to enter into a rental/use agreement with the City of Mandeville. The agreement must be signed by the renter or renter's representative.
2. The weeknight rental fee is \$150.00 **plus** a \$75.00 refundable deposit. The deposit reserves the date and serves as the damage/cleaning deposit. If there is no damage and the Center is left in its pre-rental condition, the \$75.00 deposit will be refunded to the renter by the City of Mandeville. Weeknight rentals must be completed by no later than 10:00 pm.
3. The fee for weekend rentals (Friday night through Sunday) is \$450.00 for six (6) hours **plus** a \$200.00 refundable deposit. The deposit reserves the date and serves as the damage/cleaning deposit. If there are no damages, the clean-up is satisfactory, and the Center is left in its pre-rental condition, the \$200.00 deposit will be refunded to the renter by the City of Mandeville.
4. Rental fees must be paid in full no later than 2 weeks prior to the rental date. Failure to meet this requirement may result in forfeiture of the date and any payments that have been made toward the rental.
5. The 6-hour time period for weekend rentals includes set-up and/or decorating prior to the event, and clean-up following the event. All clean-up and restoration activities are to be completed by the end of the specified rental period. A renter can purchase up to two (2) additional hours at \$100.00 per hour. However, all rental events, including clean-up, must be completed by no later than 11:00 pm, no exceptions.
6. The deadline to cancel an event is at least 3 working days prior to the rental date. Failure to meet the 3-day cancellation requirement can result in forfeiture of the rental deposit. Notice of cancellation can be made in person or by phone at (985) 624-3127.
7. Fundraising events where there is an entry fee, sale of food or raffle tickets, or auctions, etc., are not allowed at the Center unless the fundraiser is sponsored by a charity, non-profit, or tax-exempt organization registered with the Louisiana Secretary of State or the IRS for tax exemption. Documentation of this status must be provided.
8. The City of Mandeville requires that police security be on premises for a 4-hour period at any rental when alcoholic beverages are served. The cost for the police detail is \$35.00 per hour for a total of \$140.00. The renter will pay the officer in cash when he/she arrives for duty. Community Center staff will contact the Police Department to reserve the officer.
9. No individual "bottled" beverages (beer or soda) are allowed on the premises, including the parking lot area. Canned or keg beer, or sodas in cans or plastic bottles are acceptable. Liquor or wine bottles are acceptable as long as they are poured and served in plastic cups.
10. The sale of alcoholic beverages is strictly prohibited unless a liquor permit has been obtained from the City of Mandeville and the Louisiana Office of Alcohol and Tobacco Control (ATC).
11. No alcoholic beverages are to be served at any event given for persons under the age of 21 years. However, alcohol can be served at family gatherings, wedding receptions, etc. where the majority of participants are adults. Under these circumstances, the Renter assumes full responsibility for any

incidents involving guests that have consumed alcohol at their event in accordance with the following paragraph:

*The Renter shall release, hold harmless, and indemnify the City of Mandeville (City) and/or the Spitzfaden Community Center from all liability for any injury to Renter or Renter's guests or employees, contractor, or contractor's employees, engaged or hired by Renter, resulting from any cause whatsoever, including known or unknown dangers; including, but not limited to acts of nature and intentional and/or negligent acts of third parties, but excepting intentional acts of the City. Further, Renter shall indemnify and defend the City against any claim for loss, damages or injury made by Renter's guests.*

12. The Renter is solely responsible for cleaning the facility following their event. The Center is to be left in the same condition as it was prior to the rental event. Renters are to provide a supply of extra-large garbage bags for use during clean-up. Dumpsters are provided on-site by the City of Mandeville. Cleaning equipment and supplies are provided at the Center for sweeping, spot-mopping, and wiping tables and kitchen facilities.
13. Renters are encouraged to do a walk-around the grounds to make sure any litter (plates, cups, napkins, cans, etc.) that might have been discarded on the grounds, parking lots, sidewalks, on the deck, or grassy areas are picked up and placed in the dumpster. The deposit will be forfeited if the interior or exterior of the Center are not left clean to the satisfaction of the on-duty staff person.
14. Candles can be used if they are contained so that hot wax will not damage any table tops. Liquid heat or Sterno is allowed for use with chafing dishes or other types of servers. No other types of open flames are allowed.
15. The use of Bubble Machines is prohibited as a safety precaution.
16. Balloons can be used for decoration, but they must be anchored or tied to an immovable object. Balloons must be kept away from ceiling fans whenever they are in use.
17. The use of Confetti is discouraged due to the difficulty of removing surfaces. However, if used, the renter will ensure that all confetti is swept from the floor, including under tables and chairs, and is removed from table tops and chair seats.

**Renters are obligated to abide by the provisions of the signed Rental Agreement and these Rental Guidelines.**

**Acknowledged by:** \_\_\_\_\_