Gonzales Civic Center Lease Agreement

The undersigned individual and /or organization, desiring to lease the Gonzales Civic Center, does hereby agree with the City of Gonzales; as follows:

Individual's Name _____

Entity's Name _____

Driver's License (Attach a Copy) and/or additional proof of residency

The space rented is to be used on the _____ day of _____, 20____
between the hours of **8:00 A.M.** and **1:00 A.M.** for the purpose of a:

City Event □ City Recreation □ City Co-Sponsored Event □ Governmental Agency □
Church □ School/Day Care □ Non Profit □ Political Candidate □ Business Event □
Wedding □ Family Reunion □ Dance Recital □ Private Party □ _____
Other □ _____

Start time of Event _____ **End time of Event** _____

If Wedding list below the first and last name of the Bride and Groom along with their contact information.

_____ _____
Bride **Groom**

_____ _____
Bride's Contact phone # **Groom's contact phone #**

Information below to be filled out by Civic Center Booking Manager:

Deposit Fee Due upon approval of booking in the Amount of $_____ _____
Date Paid

Rental Fee Due on or before 14 days prior to the event in the Amount of $_____ _____
Date Paid

KEY Issued _____ **on** _____
Key Number **Date**

KEY Returned _____ **on** _____
Key Number **Date**

Other Equipment issued _____ _____
Date

Other Equipment returned _____ _____
Date

Sec. 13-43. - Rules and regulations.

The lessee by payment of the fee or charge as per section 13-37 and/or by listing an event or function as per section 13-38 and/or by any actual use of the Gonzales Civic Center does hereby:

(1) Admit and agree that the premises are in a tenantable condition and agrees that at the end of use of the Gonzales Civic Center he will deliver up and surrender the premises, including the building and all parking lots, in as good condition as when received;

(2) Designate the end of use to be deemed to be no later than 1:00 a.m., which is strictly enforced.

(3) Acknowledge that the provisions of section 13-40 prohibit the decoration of the Gonzales Civic Center by any attachments to the walls, light fixtures, ceilings, windows, or any other portion of the building whatsoever; that all decorations must be self-supporting movable objects; and that all such self-supporting movable objects must be prepared at a location other than the Gonzales Civic Center; and that all violations of this policy may result in forfeiture of deposit and/or additional fees assessed;

(4) Agree to indemnify the city and hold the city harmless from all damages caused by the lessee's acts or neglect, or those of lessee's invitees or licensees, or other persons for whom lessee is responsible; lessee shall forthwith repair such damage at his own expense, and should he/she fail or refuse to make the necessary and adequate repairs therefore within a reasonable time after the occurrence of the damage, the lessor may, at his option, make the necessary and adequate repairs and charge the cost thereof to the lessee, and the lessee shall thereupon reimburse the lessor for the total cost of such repairs;

(5) Agree that if an attorney is employed to enforce or protect any claim of lessor arising from this lease, lessee shall pay, as the fee of that attorney, an additional sum amounting to twenty-five (25) percent of the amount of the claim, or, if the claim is not for money, then such sums as will constitute a reasonable fee, together with all costs, charges and expenses;

(6) Acknowledge that these provisions bind lessee and his respective heirs, successors and assigns. All of the terms apply to any persons claiming by or through either party, including, but not limited to, receivers, trustees in bankruptcy and all other persons whomsoever;

(7) Acknowledge that use of the Gonzales Civic Center for any function open to the public where admission is charged at the door is prohibited;

(8) Agree that smoking is prohibited in the Gonzales Civic Center;

(9) Agree that use of the Gonzales Civic Center is limited to individuals residing in Ascension Parish east of the Mississippi River and that proof of residency of lessee must be provided prior to booking with the following documents allowed as proof: valid driver’s license, passport, other state issued ID, or utility bill;

(10) Agree to hire the appropriate security personnel as required by the Gonzales Chief of Police and the building manager;

(11) Agree that if alcohol is served or consumed on the premises, an alcohol permit will be provided to the City of Gonzales no later than fourteen (14) days prior to the event and law enforcement must be hired by the lessee and approved by the Gonzales Chief of Police;

(12) Agree that individuals renting the building will provide proper identification and non-profits and other legal entities will provide proof of good standing with the Louisiana Secretary of State’s Office and a copy of a Corporate Resolution authorizing the signatory of the lease to sign the lease agreement;

(13) Agree to provide the City of Gonzales with a copy of a liability insurance certificate providing liability coverage for the planned event in the minimum amount of one million dollars ($1,000,000) naming the City of Gonzales as an additional insured;

(14) Acknowledge that fog machines are prohibited, because the sensitivity of the smoke alarm system could cause dispatching Police and Fire resources, with violations resulting in forfeiture of deposit and/or additional fees being assessed;

(15) Acknowledge that concerts are generally prohibited and exceptions are allowed through the application and approval of a Special Use Permit approved by the City Council;

(16) Acknowledge that high school graduation, ring night, and other teenage parties are generally discouraged; and

(17) Agree that if minors are present, the individual or entity renting the building is responsible for providing appropriate adult supervision. Further, under no circumstances shall alcohol be consumed by anyone on the premises who is not of legal age.

Sec. 13-44. - Further use prohibited.

The further use of the Gonzales Civic Center shall be denied to any person who knowingly permits or allows any damage to be done to the building or the grounds thereof, or wherein the conduct of any of those in attendance shall be contrary to good morals and decency.

Sec. 13-45. - Operation and management.

The operation and management of the Gonzales Civic Center shall be under the direct supervision and charge of the mayor or manager; and the manager shall be responsible to the mayor and councilmen.

Sec. 13-46. - Capacity of building.

Lessee is aware that the total capacity of the Gonzales Civic Center is recommended by the City of Gonzales Fire Chief is:

(1) Standing room only, no tables—Six hundred fifty (650) persons maximum.
(2) Minimal tables and chair usage—Five hundred (500) persons maximum.

By signing below, parties agree to be bound to the above conditions.

_____ _____
LESSEE PRINTED NAME **ENTITY OR BUSINESS NAME**

_____ _____
LESSEE SIGNATURE **LESSEE AGENT(S) CONTACT PERSON**

_____ _____
CONTACT PHONE #

_____

_____ _____
MAILING ADDRESS **ALTERNATE CONTACT PHONE #**

_____ _____
SIGNATURE OF APPROVAL BY THE BUILDING MANAGER **DATE**