

Natchitoches Historic Foundation (NHF) Rental Rules and Policies

1. **RENTAL FEES:** Rental is an hourly fee with a minimum of two hours. Daytime meeting rentals are \$85.00/hour (\$170.00 for two hour minimum). Evening rentals are \$100 per hour with a two hour minimum. All rentals will be based on a written agreement signed at least thirty (30) days in advance of the event by an authorized representative of NHF and the organization or group renting the space unless otherwise agreed upon. A security deposit of \$150 for evening events is due to secure the reservation when the agreement is signed. This deposit is refundable if property is not damaged, no overdue rent, building cleaned, belongings removed at end of contracted rental period, etc. If rental fees are not received thirty days prior to event, date will be released unless otherwise agreed upon
Checks should be made payable to **Natchitoches Historic Foundation** and mailed to Post Office Box 2351, Natchitoches, LA 71457.

Each event may incur a cleaning fee of \$60.00 to be paid with the rental fee.

A security guard is required for evening events and will be provided by Lessor (NHF), however, payment to the security guard of \$25 per hour is the responsibility of Lessee (renter) for more than 25 persons in attendance.

ALL organizations and individuals holding events in the NHF properties are required to sign an Indemnification Agreement and may be required to provide proof of insurance with NHF listed as an additional insured party. Insurance can be secured through the TULIP policy paid by NHF.

2. **YOUR CONTACT INFORMATION:** All contact information must be kept up to date, including telephone numbers, address, email addresses, etc.

3. **SET UP:** Set up is determined by contracted rental period. However, no vendor shall set up more than 24 hours

4. **CODES FOR BUILDING ACCESS:** A code for building access will be provided by NHF to renter. Keys in doors other than the front door are to be left in the doors upon completion of the rental. There will be a replacement fee if the key is lost.

5. **FURNISHINGS/ACCESSORIES:** Furnishings (to include, but are not limited to, furnishings, paintings, vases, photographs, portraits, prints, mirrors, accessories, etc.) must

NOT BE MOVED from their current location. All tables and chairs brought into the building and used on the wood floors must be outfitted with felt pads to prevent scratching and scuffing of the floors. Natchitoches Historic Foundation's meeting chairs may be used. They must be returned to their original storage area. If furnishings are moved by Lessee, Lessee will be fined \$100.

6. DECORATIONS: Do not attach any items to ANY surfaces or hang any items from any furnishing, accessory or walls.

7. NHF is not responsible for gifts brought to the event.

8. SMOKING/ILLEGAL DRUGS: Smoking and possession or use of illegal drugs is strictly prohibited in all areas of the building, including outside courtyards. Persons not abiding by this policy will be fined \$100 and required to come back to the property and clean up.

9. OPEN FLAMES: The use of open flames (to include, but are not limited to, **sparklers**, candles, lanterns, etc.) are **NOT** allowed on the property. Votives encased in containers are acceptable. Caterers must use electrical appliances to heat food. No sterno or open flames may be used in the building. Please check with NHF representatives for outdoor lighting and food heating requirements.

10. LEAKS/MAINTENANCE ISSUES: Report any leaks, anything needing maintenance repairs or other problems to the NHF representative. Should an emergency arise, identify the call as an "EMERGENCY SITUATION" and give your name, phone number and the state of your emergency.

11. NO PETS are allowed on premises except service animals.

13. Children must be supervised by an adult at all times.

14. KITCHEN EQUIPMENT: All operating policies regarding the use of any kitchen equipment must be adhered to. Equipment must be left clean. Protect the floor from any container hot or cold. All trash must be removed from the inside property.

15. NO RED WINE: Red/rose/blush wine may NOT be served on inside the property. Champagne and white wines are permitted.

16. NO RICE OR SEEDS: No rice or seeds of any kind are allowed to be thrown at any event on the property/premises. If bubbles are used, they must only be used OUTSIDE. Tossing of anything (bouquets, garters, etc.) must take place OUTSIDE.

17. NOISE/MUSIC: Refrain from noises that would disturb neighbors. All music must comply with the Noise Ordinance of the City of Natchitoches. Music must stop at 10:00pm.

18. PARKING: Arrangements should be made for parking prior to event.

19. CLEAN-UP/TRASH REMOVAL: Clean up, including placing ALL trash in closed plastic bags in outside receptacles, and vacating the property must be concluded at the end of the contracted rental period, and PRIOR TO NOON THE NEXT DAY. Any trash that does not fit in the outside receptacles must be removed from the premises by the

Lessee or Lessee will be fined \$100. If premises are left unsatisfactory, the Lessee will be fined \$250.

20. INSPECTION: A thorough inspection will be done after the event by an agent of NHF.

21. DAMAGE: Lessee shall pay for any and all damages and/or loss of property, furnishings and/or fixtures as determined by the Inspection Report. Any fees for property loss and/or damages to any part of the House or any part of the property will be charged to the Lessee and will result in forfeiture of deposit, plus costs of repairs.

22. VIOLATIONS: Any violation of the above Rules and Regulations for Lessees will result in fines.

23. QUESTIONS: Any questions regarding your rental may be directed to the representative listed below.

The Lessee acknowledges receipt of the Natchitoches Historic Foundation Rental Rules and Policies and agrees to all terms, conditions, and provisions which are incorporated herein.

The undersigned Lessee(s) agree to abide by the above Rules and Policies this day of _____, 201____.

NATCHITOCHEs HISTORIC FOUNDATION

_____ BY:

LESSEE _____
Date

AGENT

NATCHITOCHEs HISTORIC FOUNDATION

Title:

Printed Name:

Printed Name _____

LESSEE _____
Date

Printed Name _____