

Beauregard Parish Activities Building  
Rules and Regulations  
Terms of Lease Agreement

Name/Group/Individual: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Room Rented: \_\_\_\_\_

I do hereby agree to hold harmless and indemnify the Beauregard Parish Police Jury (BBPJ) for any damage that may occur to the person(s), guest(s), and articles of renter's equipment during the time we and the articles are in the building.

I agree to pay ONE HALF (1/2) the rent at the time of the booking and the balance 5 business days before the event.

It shall be the responsibility as the renter to see that NO damages are caused to the equipment and building of the BBPJ and to properly bag garbage. I understand that I will be required to pay a \$75.00 cleaning deposit in addition to the required additional rental fees. I understand that the damage deposit will be returned to me within 5 business days after the event, upon satisfactory inspection by a BBPJ employee.

Requirements for Security Personnel shall be at the discretion of the BBPJ for all rental agreements. Cost of security shall be the responsibility of the renter.

Smoking is not allowed in the building. Smoking is allowed only in designated areas.

If the renter is using a catering service for refreshment or dinners, the caterer must stay until the event is over, wash and clean all items used, take remaining food away and empty the trash in the kitchen.

The renter will not admit to said premises a larger number of persons that the seating capacity thereof will accommodate, or that can safely and freely move about in said areas.

Renter requiring decorations may decorate the building on the day of the event. If decorations must be placed the day before, an ADDITIONAL FEE WILL BE CHARGED.

No staples, tape, nails or screws may be used on walls, tables, floors or windows.

All tables used to serve food and for eating of food must be covered with table cloths.

Any matter not herein expressed provided, shall rest solely with the discretion of the Beauregard Parish Police Jury (BPPJ).

WHEN SIGNED, THIS DOCUMENT BECOMES A CONTRACT WITH THE BEAUREGARD PARISH POLICE JURY AND THE NAMED RENTER. THE RENTER AGREES TO THE TERMS AND CONDITIONS OF THE CONTRACT AND TO ABIDE BY ALL RULES AND REGULATIONS AS STIPULATED AND/OR IMPLIED BY THE BEAUREGARD PARISH POLICE JURY.

Applicant Signature: \_\_\_\_\_

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