

The Courtyard
105 Pearl St.
Minden, LA 71055
318-377-1500
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COURTYARD ONLY

Rental Date: _____
Expected Date/Time in: _____
Expected Date/Time out: _____
Total Rental Amount: _____
Deposit \$ _____ Pd Date: _____
ca/ck/cc
Final Pmnt \$ _____ Pd Date: _____
ca/ck/cc
Insurance Certificate on File: _____
Check-out: _____

Date: _____ Client/Contact Name: _____ Organization/Event _____

Address: _____ Cell Number: _____

Credit Card Number: _____ Exp Date: _____ CVV Code: _____ ZipCode: _____

Expected Attendance (Not to exceed 150): _____ Will there be Alcohol? _____

Rental Prices

Courtyard Only:

Weekends (Friday – Sunday):	\$650	\$ _____
Evening Before an Event: (After 4:00):	\$300	\$ _____
Two Days (Weekends):	\$1000	\$ _____

Upstairs Area & Bridal Room: \$200 \$ _____

Event use only- Can not spend the night!

Total Rental Amount: \$ _____

Non Refundable Deposit Amount \$ _____

I have read, understand and agree to the terms of the contract:

Client Signature: _____ Date: _____

Courtyard Representative: _____ Date: _____

After Event:

Damages Assessed? Yes / No Amount: _____ Comments: _____

Downpayment:

A non-refundable deposit that goes towards the rental price must be made in order for the event date to be saved. The deposit starts at \$325.00 and may extend higher depending on the nature of the event. Full amount of rental is due prior to rental date. A credit card number must be given in the chance that the terms of the contract are not met.

Insurance:

\$1MM liability Event insurance is required. Proof of insurance for event date will be required before keys are handed over.

Keys:

Keys to the facility will be given out on the day before the event BETWEEN 12-3. A walk-through with check list will be performed with a responsible party. Keys are to be returned on the next business day or a date in agreement to both parties and a final walk-through with a responsible party will be performed.

Tables & Chairs:

The Courtyard includes for your use the following:

- 1 ea: Decorative Round Iron Black Table with 4 matching chairs
- 8 ea: Plastic Round Tables- 45" dia and 47 Plastic/metal folding chairs
- 1 ea: Plastic Rectangle Folding Serving Table- 2.5' x 8'
- 2 ea: Plastic Rectangle Folding Serving Tables- 2' x 4'

Total chairs = 51

Additional chairs and tables can be rented directly from a rental place. See our List of Vendors for some rental places to contact or use any vendor you would like. Any items delivered to the site must be removed by noon the next day or reviewed with The Courtyard for exceptions. Any items left by the next business day will assess charges to credit card on file of \$50/day.

Tents:

In the event of rain, we have one tent rental company, Ark-La-Tex Tent Rentals authorized to set up in The Courtyard. See our List of Vendors.

Upstairs Area/Bridal Room:

Only designated areas of the upstairs as identified on the walk-through prior to rental date are to be used. Unauthorized access by anyone at the event to any other area may result in a charge of \$500 + any damages to the facility or it's contents. Please make sure no one enters any of the designated private areas.

Towels for drying hands will be provided. Please do not wipe anything other than water on these towels, (ie: make-up, spills, etc). If it is found that the towels are stained or damage, cost for replacement will be charged.

Paper towels will be provide. Cleaning towels in the event of a spill will be located downstairs at the bar area.

NO SMOKING IS ALLOWED UPSTAIRS AND ANYWHERE INSIDE THE BUILDING.

No one is allowed to spend the night in the building.

Additional:

Many of our renters have the city close down the street in front of The Courtyard to extend the event area. If you're interested, the request to do this should be done a month in advance of the event date so that the City Council can review and approve. The secretary to the mayor of Minden can be contacted to obtain the Request Form and instructions at 318-377-2144 x 433.

Access to The Courtyard begins when keys are handed over and the final walk-through is made the day before the event unless otherwise approved.

A mandatory walk-through is required with a responsible party the day before the event when keys are handed over and after final payment is made.

There will be no parties at The Courtyard with a cover charge.

Smoking is permitted in The Courtyard. There will be no smoking permitted inside the building serving area or bathroom or upstairs inside the building. Cigarette butts must be placed in the butt cans provided.

The plants and landscaping are not to be touched, broken, or damaged in any way. Nothing should be put into the fountain. In the event that there is any damage to the plants or any objects or liquids are put into the fountain, your deposit will not be refunded and an additional charge to cover the cost of replacement will be assessed.

The Courtyard takes great pride in the neat and clean appearance for each event. In return, we expect after an event to have The Courtyard left as neat and clean as when you arrived. All cigarette butts must be picked up and disposed of in the provided butt cans. All trash must be picked up and trash bags in the trash cans removed at the end of the evening and put in the big blue trash cans in back of the facility. No trash or cig butts should be in the flower beds at any time.

The Courtyard will blow and clean the facility by 4:00 the day before the event. Since this is an outdoor event, there may be leaves and plant items that have fallen from the trees and/or pollen depending on the time of the year that may accumulate before the event the following day. The Courtyard will leave towels and cleaner if needed to wipe down tables and the bar area as needed just prior to the event.

The Front and Back gates and the door to the Serving Area/Bathroom and the doors to the upstairs area (if used) must be locked before leaving the facility after the event.

After the event and when the keys are turned in and the area is reviewed to assure adherence to the contract terms, the contract will be considered met in full. If any damage is found or the terms of the contract are not adhered to, the credit card on file will be charged for the assessed value as determined by The Courtyard.

If your event is cancelled for any reason, deposit will not be refunded.

Damages:

In cases where property has been damaged or abused beyond normal wear. The Courtyard will charge the credit card on file for the replacement costs of the damaged item(s) and any clean-up required. The plants and landscaping are not to be touched, broken or damaged in any way. Nothing should be put in the fountain. In the event that there is any damage to the plants or any objects or liquids found in the fountain, the cost to replace the entire plant along with any costs to replace the damaged items associated with the plant or fountain will be charged to the credit card on file.

Alcoholic Beverage Policy (per City requirements):

Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event. It is suggested that a designated bartender serve alcohol. The Client agrees to follow responsible beverage service policies included but not limited to the requirements of the law and specifically:

- Assuring everyone served alcohol is over 21
- No one who is obviously intoxicated will be served alcohol
- Anyone who appears to be unable to safely drive will be prohibited from driving and a ride will be provided for that person and their guests

Indemnification:

Client agrees to defend, indemnify and hold harmless The Courtyard, Kerry and Anne Easley, Kerry Easley Unlimited LLC and it's employees from and against all claims, demands, causes of action, or liabilities incurred by The Courtyard or its employees, arising from the Client's acts or omissions under this agreement or any act or omission of the Client's vendors, employees, contractors, or persons attending the event with the expressed or implied permission or invitation of the Client.

The Courtyard, Kerry and Anne Easley, Kerry Easley Unlimited LLC and it's employees will not be held responsible for any losses, damages, or injuries that may occur during any time that the Client, Client's vendors, employees, contractors, or persons are on The Courtyard property or any property owned by The Courtyard, Kerry and Anne Easley, or Kerry Easley Unlimited LLC.