



Rental Policy

INDEMNITY

Any person or organization using Pour Toujours – Event Center shall agree in writing to hold harmless the Pour Toujours – Event Center, its employees and agents from and against any and all liability which may be alleged or which results from any injury to persons or property caused by or to any person or organization (including its members) or guests connected with any meeting or function at any of the rental facilities. In addition, any person or organization using Pour Toujours – Event Center shall agree in writing to indemnify Pour Toujours – Event Center, its employees and agents from and against any and all liability and related legal cost, which liability may be alleged or which results from any injury to persons or property caused by or to any persons or organization (including its members or guests) connected with or attending any meeting or function.

POLICIES

1. Pour Toujours – Event Center is booked without regard to any group's creed, point of view or beliefs. The booking of a facility does not constitute any endorsement, sponsorships or support by Pour Toujours – Event Center. There must be no publicity issued by groups using a facility that their function is Pour Toujours – Event Center sponsored, without the express written consent of Pour Toujours – Event Center.
2. Pour Toujours – Event Center reserves the right to pre-empt any activity. Every effort will be made to notify affected bookings as far in advance as possible.
3. Due to ongoing concerns surrounding Covid 19, the guidance and recommendations of the CDC, state and local government authorities will govern all gatherings at Pour Toujours – Event Center.
4. Pour Toujours – Event Center provides personnel at its facilities for general supervision. Pour Toujours – Event Center provides no assistance for set up of special equipment such as audio visual, special lighting, decorations, etc. There will be certain events that will require additional supervision, security or maintenance personnel. The person/organization scheduling events that are identified as requiring additional security will be notified of this fact at the time of notification of approval of the application. The number of security personnel



required will be determined by the Kenner Police Dept. Pour Toujours – Event Center will arrange for security at which time the promoter will be notified of the cost.

5. The following are identified as some of the events that require security:

- a) Dances involving any age group.
- b) Teenage social events, regardless of number of participants.
- c) Any event where alcohol is served.
- d) Graduation parties for college, high school, junior or middle school.
- e) Events where more than 50 people will be in attendance.
- f) Any other event for which the City of Kenner deems security is necessary.

6. Pour Toujours – Event Center reserves the right to cancel future confirmed bookings or reject future reservations for any person or groups not complying with these stated rules and regulations.

7. Pour Toujours – Event Center assumes no responsibility whatsoever for any property placed in its' facilities. Pour Toujours – Event Center is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained in connection with or as a result of a function held at Pour Toujours – Event Center.

8. Decorations must be freestanding only. No nails, tape, tacks, command hooks, etc. will be permitted on the walls, ceiling, furniture, etc. Hanging of decorations from the ceiling is permitted. Candles are allowed so long as they are housed in a glass container. All decorations must be removed from the building at the end of the event. The City of Kenner is NOT responsible for any supplies or items left in the facility. No confetti, glitter or sprinkles will be allowed as decoration, unless an additional fee of \$150.00 is paid. Balloons are allowed with proper weights attached only. Sparklers are not allowed without a scheduled fire watch detail (additional fee required). Violators will forfeit damage deposit.

9. Bands – Music must adhere to the City of Kenner Noise Ordinance #7297, Section 7-166 of the Code of Ordinances.



10. As a place of assembly the occupancy load was determined by square feet according to safety code. The number of individuals permitted is posted within the rooms and must be strictly followed.
11. The use of tobacco in any form is not permitted, in accordance with City of Kenner Ordinance #7297, Section 7-177 of the Code of Ordinances.
12. Cooking with an open flame by individuals is prohibited indoors and outdoors. No boiling of seafood or barbecues are allowed. Consumption of boiled seafood is allowed. Chafing dishes with sterno burners are permitted.
13. Firearms, fireworks, explosives, bows and arrows, pellet guns, B.B. guns, sling shots, javelins and discus are not permitted.
14. A general set-up of tables and chairs will be provided at all indoor facilities. User is responsible for all changes desired to table and chair layout and set up. User is responsible for supplying all necessary event equipment including chafing dishes, serving utensils, table ware, table linens, etc. All vehicles must park in designated areas – never on the grass or brick pavers.
15. No go carts, skateboards, roller blades, bicycles or motorized vehicles allowed on walking tracks, sidewalks, or pathways.
16. Set-up time is one hour before event and clean-up time is one hour after event. Additional set-up time is limited to two additional hours and must be pre-arranged at least 14 days prior to date of event. If party exceeds one hour of clean-up time, damage deposit is subject to forfeiture.
17. All functions must end no later than 1:00 am. One hour from 1 am until 2 am may be used for the clean-up and exiting of all facilities.
18. Booking of events will be considered on a first-come, first-served basis. Pour Toujours – Event Center events will take precedence over all other bookings.



Fee Schedule:

<ul style="list-style-type: none">• <i>Monday thru Thursday (all day) &</i>• <i>Friday until 4pm</i>	<ul style="list-style-type: none">• \$2,250.00
<ul style="list-style-type: none">• <i>Friday after 4pm</i>	<ul style="list-style-type: none">• \$3,000.00
<ul style="list-style-type: none">• <i>Saturday</i>	<ul style="list-style-type: none">• \$3,500.00
<ul style="list-style-type: none">• <i>Sunday</i>	<ul style="list-style-type: none">• \$2,750.00

- 5 hour minimum rental required; plus \$350 refundable damage deposit to be mailed back via check 3-4 weeks after event
- 50% down payment due at the time of booking
- Balance must be paid with 48hours of the event

Cancellation/Refunds

- Cancellations must be made in writing at least 10 calendar days prior to the date of the event **AND** another customer must book your cancelled date in order for you to receive a refund of any money paid toward your reservation.
- Cancellations received less than 10 days prior to event will not receive any refund.
- **WEATHER CONDITIONS:** The weather is always a factor in booking an event. Pour Toujours – Event Center has certain administrative and cleaning expenses in reserving rental facilities. If the event is cancelled, the Pour Toujours – Event Center still has these expenses. Fees will not automatically be refunded. The following policy will be followed:



- a). Rental fee will not be refunded to persons or groups that cancel their booking during the 10-day calendar period prior to the booking based on weather forecasts or anticipated bad weather.
- b). If the weather on the date of the scheduled event is so severe to cause widespread cancellation to all groups using the facility on that day, Pour Toujours – Event Center will allow groups to book another date at the same facility at no charge.

Questions? Please contact:

Pour Toujours – Event Ctr: 504-323-4665 or email us at eventsatpoutoujours@gmail.com

**Adopted in part City of Kenner Rental Policies January 2023 Revision*