



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Agreement made on the date _____, by and between Pour Toujours – Event Center and _____, referred to as “Client”.

Client agrees to hire and Pour Toujours – Event Center agrees to make available the use of the event center located at 4345 Williams Blvd. Kenner, LA 70062 with the following terms and conditions.

Date of Event: _____

Type of Event: _____

Set-up starting at: _____

Event starting at: _____

Event ending at: _____

Clean-up ending at: _____

Total Hours: _____

Number expected: _____

Client Name: _____

Client Address : _____

Client Phone: _____ Client Email: _____

- A signed contract and date-hold deposit of ½ the total fee is due on day of booking.
- The balance of your space rental fee is due 48 hours prior to your event.

Cancellation: Cancellations must be made in writing at least 10 calendar days prior to the date of the event AND another customer must book your canceled date in order for you to receive a refund

Client Initials: _____ **Date:** _____



of any money paid toward your reservation. Cancellations received less than 10 days prior to the event will not receive any refund. Payments should be made to Pour Toujours – Event Center. Cash, in state Checks and all major credit cards are accepted. A CREDIT CARD AUTHORIZATION FORM is located on the last page (#4).

Rental Rates

Fee Schedule:

<i>Monday thru Thursday (all day) Friday until 4pm</i>	\$ 2,250.00
<i>Friday after 4pm</i>	\$ 3,000.00
<i>Saturday</i>	\$ 3,500.00
<i>Sunday</i>	\$ 2,750.00

***PLUS:**

- No confetti, glitter or sprinkles will be allowed as decoration, unless an additional fee of \$150.00 is paid.
- 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 48 hours of the event
- **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 canceled, 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 as 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.

TOTAL EVENT FEE: _____ **DEPOSIT DUE:** _____

Client Initials: _____ **Date:** _____



Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Pour Toujours maintained and a safe location for future use.

Deposit/Rental Fees:

A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless Pour Toujours is forced to cancel and the full deposit will be refunded. The total balance of your space rental fee is due 48 hours prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Catering, Cleaning, Trash and Equipment Removal:

Pour Toujours will be in a clean condition prior to your event. Upon additional planning with Pour Toujours, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found, unless payment for clean-up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by Pour Toujours.

Site Decoration:

Pour Toujours wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of Pour Toujours assist with rearranging and move any furnishings, including artwork, lighting, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged.

City, County, State and Federal Laws:

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Pour Toujours reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Pour Toujours or the safety of its staff, guests, or building contents.

Liability:



Renter agrees to indemnify, defend, and hold Pour Toujours LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Pour Toujours LLC.

Conduct:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Pour Toujours LLC staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Pour Toujours requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize Pour Toujours, LLC to make a debit(s) to your credit card listed below. Once complete, please email to eventsatpourtoujours@gmail.com.

By signing this form you give Pour Toujours permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account. PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Pour Toujours, LLC to immediately charge my credit account a date-hold deposit in the amount of \$_____ (half) of my total rental fee. Note: date-hold deposits are non-refundable.

This payment is for my event on (date) _____.

Please note that the space rental fees balance will also be charged to this card 48 hours prior to your event.

If you would like to use an alternative payment method (check, additional credit card, cash) for the remaining space rental fees and balance please specify exact intent and instructions here.

_____.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: _____ City, State, Zip: _____

Client Initials: _____ **Date:** _____



Billing Phone: _____ Email: _____

Account Type: Visa MasterCard AMEX

Discover Cardholder Name: _____

Account Number: _____ Expiration Date: _____
_____ (MM/YYYY)

CVV2 Number: _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

I authorize Pour Toujours – Event Center to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature: _____ **Date:** _____

Client Initials: _____ **Date:** _____