



Beauregard Parish Hyatt Community Center

Rules and Regulations

Terms of Lease Agreement

LESSOR: _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____ TIME: _____

BUILDING: HYATT COMMUNITY CENTER (\$100 per day) *** NO HOURLY RENTALS

***LESSOR, PLEASE INITIAL EACH ITEM, SIGN AND DATE AT THE BOTTOM*

1. ___ Lessee shall be responsible for any damage or injury caused to any person or property because of Lessee's conduct on or about the Leased Premises, and Lessee specifically agrees to defend, indemnify and hold Lessor free and harmless from any and all claims, actions, damages, costs, liabilities and expenses in connection with: (i) any damage or injury to the Leased Premises and to any person or any property in or upon the Leased Premises, to the extent caused by the acts or omissions of Lessee, Lessee's employees, agents, visitors, assigns, licensees, and/or any person on the Leased Premises at Lessee's invitation or with Lessee's consent; (ii) any damages or injury to the Improvements to the extent caused by the acts or omissions of Lessee, Lessee's employees, agents, visitors, assigns, licensees, and/or any person on the Leased Premises at Lessee's invitation or with Lessee's consent; (iii) any breach of any covenant or condition of this Lease by Lessee, Lessee's employees or agents; or (iv) the carelessness, negligence or improper conduct of Lessee, Lessee's employees, agents, visitors, assigns, or licensees, and/or any person on the Leased Premises at Lessee's invitation or with Lessee's consent. This indemnity shall include costs of defense and full payment of any judgment rendered against Lessee including but not limited to payment of interest, court costs, attorneys' fees, and all other matters contained in any judgment rendered.
2. ___ I agree to pay ONE HALF (1/2) the rent at the time of booking and the balance 5 business days before the event. Should the 2nd payment not be made when due, this will cause forfeiture of the first 1/2 payment.
3. ___ It shall be the responsibility as the lessor to see that NO damages are caused to equipment and building of the BPPJ 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 BPPJ employee.
4. ___ Requirements for Security Personnel shall be at the discretion of the BPPJ for all lease agreements. Cost of security shall be the responsibility of the lessor.
5. ___ Smoking is not allowed in the building. Smoking is allowed only in designated areas.
6. ___ If the lessor 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.
7. ___ The lessor 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.
8. ___ Lessor 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.
9. ___ No staples, tapes, nails, or screws may be used on the walls, tables, floors, or windows.
10. ___ All tables used to serve food and for eating of food must be covered with tablecloths.
11. ___ Any matter not herein expressed provided, shall rest solely with the discretion of the Beauregard Parish Police Jury.

WHEN SIGNED: THIS DOCUMENT BECOMES A CONTRACT WITH THE BEAUREGARD PARISH POLICE JURY AND THE NAMED LESSOR. THE LESSOR 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.

SIGNATURE OF LESSOR _____ DATE _____

OFFICE USE ONLY:

Total Due: \$ _____ Amount Paid: _____ Date Paid: _____

Cleaning Deposit \$75 - Received by _____ Date: _____

Cleaning Deposit Returned By:(if Applicable): _____ Date: _____