

North Iberville Community Center



Guidelines & Rental Agreement

Operated by the Iberville Parish Council



J. Mitchell Ourso, Jr.

Parish President
Iberville Parish Council

58050 Meriam Street
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Dear Friends,

It is with great pleasure that we welcome you to the North Iberville Community Center and invite you to make yourself at home. From weddings and celebrations to cultural events and family reunions, this facility was built as a gathering place for Iberville residents and guests. It is our hope that through our top-notch facility and outstanding customer service, we can provide a wonderful venue for a memorable and successful event.

The Community Center is owned and operated by the Iberville Parish Council. Please submit your questions, comments or suggestions to the North Iberville Community Center Director via phone or email.

Thank you for your interest and we hope to host you soon.

Sincerely,

J. Mitchell Ourso, Jr.
Iberville Parish President

Iberville Parish Council
Matt Jewell, Chairman

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Contact Information

**North Iberville Community Center
75700 Highway 76 (Rosedale Road)
Rosedale, Louisiana 70772-0174**

**Office: (225) 648-3064
Fax: (225) 648-3065
Director's Mobile: (225) 692-1178**

Email: nicc@ibervilleparish.com

NOTICE

Important Condition to reservation of NORTH Iberville COMMUNITY CENTER

Top Priority for use of all Iberville Parish Facilities is as an Emergency Shelter or staging site. Even if you have reserved the community center and deposit was given to hold the facility for the date requested; on certain occasions, it may be necessary for Iberville Parish to cancel your reservation on short notice. If such an occasion should arise, as in the instance of an emergency, your deposit and fees will be refunded and you will be notified that you will need to make other arrangements; regardless of how close it is to your event. It is highly unlikely that this would happen, but it occasionally does. Iberville Parish will make every effort to assist you in your effort to make other arrangements, but it is ultimately your responsibility. Iberville Parish will not be held liable.

Occupancy & Rental Fee Schedule

OCCUPANCY

NORTH IBERVILLE COMMUNITY CENTER

<u>CAPACITY</u>	<u># OF TABLES (ROUND)</u>	<u># OF CHAIRS</u>
300 (banquet)	30	300
625 (theatre)		
800 (standing)		

RENTAL FEE SCHEDULE

<u>RENTAL AREA</u>	<u>RATE</u>
AUDITORIUM ONLY (NO KITCHEN ACCESS)	\$ 350 (8 HOUR RENTAL)
AUDITORIUM & WARMING KITCHEN/ CONCESSIONS	\$ 400 (8 HOUR RENTAL)
SOUND SYSTEM USAGE FEE	\$ 25 (8 HOUR RENTAL)

ADDITIONAL RENTAL TIME

ALL RENTALS ARE FOR AN 8-HOUR PERIOD, INCLUDING THE SET-UP AND TAKE-DOWN OF THE EVENT. ANY EVENT EXCEEDING THE 8-HOUR TIME GRANTED WILL BE SUBJECT TO AN ADDITIONAL HOURLY FEE.

HOURLY RENTAL \$ 50 (PER HOUR)

(ONLY AVAILABLE AS ADD-ON TO 8-HOUR RENTAL OR ON MONDAY THRU THURSDAY DURING REGULAR BUSINESS HOURS)

2-DAY RENTAL \$ 700

(ACCESS TO FACILITY FOR 16 HOURS, INCLUDING ACTUAL EVENT TIME. MUST BE WITHIN TWO CONSECUTIVE DAYS WHEN NO OTHER EVENTS ARE)

Rental Fees Shall be reviewed each year to determine whether an increase of the fee(s) are necessary for utilization of the facility.

Deposits & Other Fees

RESERVATION DEPOSIT

In order to secure your desired date, the reservation deposit must be received with a signed copy of the “RENTAL APPLICATION & AGREEMENT” – NO EXCEPTIONS!

- The Facility may be reserved up to one year in advance of the event with full payment of the rental fee and deposit - and - upon receipt of a signed agreement.
- If your event date is more than 30 days from the reservation date (but less than one year in advance), one-half of the contracted rental rate is DUE AT RESERVATION/BOOKING.

*This is a NON-REFUNDABLE Reservation Deposit, which will be applied to the total rental rate and will reserve your date.

- If your event is less than 30 days from the reservation date, then the total contracted rental rate must be paid in full to reserve your date.

RENTAL AREA DEPOSIT

AUDITORIUM ONLY (NO WARMING KITCHEN ACCESS)
AUDITORIUM & WARMING KITCHEN

DEPOSIT

\$ 175
\$ 200

DAMAGE DEPOSIT

For all rentals, a DAMAGE DEPOSIT is due 30 days prior to the event or at the time of reservation if the event is less than 30 days from the reservation date.

DAMAGE DEPOSIT

ALL RENTAL AREAS

DEPOSIT

\$300 CASH

SECURITY FEE

In the event your activity requires security, arrangements must be made through the Director of the North Iberville Community Center and the “Renter” assumes all financial responsibility for the security services and fees.

PLEASE NOTE: Security is REQUIRED for the duration of all events where alcohol is present. Depending on the size and scope of the event, more than one officer may be required.

HOLIDAY RENTAL FEE

(IN ADDITION TO REGULAR FEE)

\$ 150

Iberville Parish designated holidays including (but not limited to): New Year's Eve, Martin Luther King, Jr. Day, Mardi Gras Day, Good Friday, Easter Sunday, 4th of July, Labor Day, Thanksgiving Day, require a "HOLIDAY RENTAL FEE" in addition to the regular RENTAL FEE and DEPOSITS.

All "Holiday Rentals" are subject to approval by Iberville Parish Administration.

BALANCE DUE

The balance of rent and applicable fees and/or deposits must be paid at least 30 days prior to the event or at the time of reservation if the event is less than 30 days from the date of reservation.

Date Changes/Transfers & Cancellations

DATE CHANGES/TRANSFERS

Upon receipt of the "Reservation Deposit" and when the date of the event is more than 30 days out, you are allowed two date changes/transfers subject to availability without penalty or charge. After two changes/transfers, a \$50 fee will be charged each time the date changes/transfers.

CANCELLATION

Cancellations are permissible MORE THAN 30 DAYS PRIOR TO THE EVENT. There is a \$50 fee for all cancellations once a RENTAL AGREEMENT has been signed and deposit has been paid.

NOTE: ALL cancellations or transfers not made a minimum of 30 days in advance of the reserved date, will result in forfeiture of all fees.

General Guidelines

- The North Iberville Community Center is built to obtain and enhance the image and integrity of the community and parish. Therefore, Iberville Parish has the right to refuse rentals that do not best reflect the image and integrity of the North Iberville Community Center, the North Iberville Community and/or Iberville Parish.
- Reservations are accepted on a first come first serve basis during regular business hours.
- Only adults are eligible to reserve Parish facilities.
- Parish sponsored or co-sponsored programs, events, etc. have first priority for reservations.
- Iberville Parish Community Center/Facilities may not be reserved for commercial/promotional events to generate profit.
- When security is required by the North Iberville Community Center, arrangements must be made through the North Iberville Community Center Director and is the financial responsibility of the Renter.
- The Community Center is only considered rented and reserved upon the receipt of a signed “RENTAL AGREEMENT” and paid deposit and/or all applicable fees due at the time of booking. **NO EXCEPTIONS.**
- If cancellation or change/transfer of booking is not made a minimum of 30 days in advance of the reserved date, all fees will be forfeited and a \$50 charge will be assessed.
- The “Event Details Form” must be received at least 14 days prior to the event to best accommodate the set-up of your event.
- Within 72 hours of the completion of the event, the \$300 CASH security deposit will be reimbursed by the facility manager if and only if the facility passes inspection and inventory.
- Reservations for Fridays, Saturdays, Sundays are limited to two (2) per person or organization every six months unless authorized by the Parish President.
- Glass drinking containers are not permitted in the North Iberville Community Center, including all parking lots and parish property.
- **NO FOG MACHINES ALLOWED. NO TAPING ON WALLS or FLOORS. NO DRAGGING TABLES.** Deposit will be forfeited for violations.
- There is a \$25 usage fee for accessing and or using the sound system in the facility. This should be arranged prior to your event. Any damages to the sound system will be deducted from the advance deposit fund of the renter.
- For all functions, music must end at 1:00 am and center vacated by 2:00 am.
- It is the responsibility of the Renter to break down cardboard boxes and place all litter and trash in the trash dumpsters prior to event closing time **OR THE DEPOSIT WILL BE FORFEITED.**
- When any type of seafood, (shrimp, crabs etc) are served, it shall be the responsibility of the one booking the center to haul off the remains immediately after the event **OR THE DEPOSIT WILL BE FORFEITED.**
- **NO SMOKING OR TOBACCO USE IN FACILITY.**
- **PLEASE REFER TO YOUR RESERVATION PACKET FOR FURTHER RULES:
(RENTER AND DIRECTOR TO INITIAL & DATE UPON RECEIPT/REVIEW OF THE FOLLOWING)**

Youth Functions

- Youth events are permissible at the North Iberville Community Center, as long as the renter is a parent or guardian.
- Before a non-commercial youth function begins, one police officer and (3) three adult chaperones 25 years of age or older shall meet with the facility manager for identification purposes. During the event no other responsibilities such as running concession stands or collecting at the door shall be given to the police officers or chaperones.
- No Alcoholic Beverages are allowed at youth functions
- Music must end at Midnight (12:00 am) and center vacated by 12:30 am for youth functions
- Youth are not allowed to loiter outside or leave and return to the function

When Alcohol is consumed at Iberville Community Centers, the following terms apply:

- 1. AT LEAST ONE UNIFORMED POLICE OFFICER HAVING PRIMARY JURISDICTION IN IBERVILLE PARISH EQUIPPED WITH A RADIO FOR BACKUP AND A VEHICLE MUST BE PRESENT DURING THE ENTIRE EVENT. THIS MUST BE COORDINATED/RESERVED THROUGH THE NORTH IBERVILLE COMMUNITY CENTER DURING THE RESERVATION PROCESS. ALL FEES AND CHARGES FOR THIS REQUIRED SERVICE ARE THE RESPONSIBILITY OF THE RENTER. * DEPENDING ON THE SIZE AND SCOPE OF THE EVENT, MORE THAN ONE OFFICER MAY BE REQUIRED BY THE NORTH IBERVILLE COMMUNITY CENTER.**
- 2. IN ACCORDANCE WITH STATE LAW; IBERVILLE PARISH PROHIBITS THE CONSUMPTION OF ALCOHOL BY ANYONE UNDER 21 YEARS OF AGE AT ANY OF ITS FACILITIES.**
- 3. NO GLASS CONTAINERS ARE ALLOWED ON PREMISES.**
- 4. IF IT IS DETERMINED THAT ALCOHOL HAS BEEN CONSUMED BY A MINOR, HIS OR HER PARENTS WILL BE NOTIFIED BY THE PERSON WHO HAS RENTED THE FACILITY AND THE MINOR SHALL BE DEALT WITH ACCORDING TO THE LAW.**
- 5. IT IS THE RESPONSIBILITY OF THE RENTER TO PAY THE POLICE OFFICERS. ARRANGEMENTS MUST BE MADE THROUGH THE NORTH IBERVILLE COMMUNITY CENTER.**
- 6. BEFORE THE FUNCTION BEGINS, THE POLICE OFFICER SHALL BE INTRODUCED TO THE CUSTODIAN FOR IDENTIFICATION PURPOSES IN CASE OF AN INCIDENT.**

Rental Agreement

Renter Information

Name of Organization/Event/Activity: _____

Name of Authorized Representative: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell #: _____ Fax #: _____

E-mail: _____ Date of Application: _____

Event Information

Type of Event: _____

Date(s) to be Reserved: _____

Time of Event: _____ Set-up Time: _____ End Time: _____

Estimated number of Attendees: _____ (FOR SECURITY REQUIREMENTS)

This permit is granted subject to the following rules and regulations, and the acceptance and use thereof by the applicant is an agreement on his behalf to comply with all terms and conditions herein set forth, together with all rules and procedures established by Iberville Parish Council and Iberville Parish Council reserves the right to adjust or change the rates of this contract at any time to accommodate any special arrangements as may be needed.

It is hereby agreed upon that all participants and parish certified event volunteers who present proper identification will be admitted with a guest to any and all events at no charge. Volunteers will park at the area so designated at no charge and shall be available to assist you or your group any time they are in the facility.

I have read, understand and agree to the rules and regulations to rent an Iberville Parish facility.

Signature of Representative/Renter: _____

Print Name: _____ Date _____

Address of Renter: _____

Telephone Number of Renter: _____ Email of Renter: _____

Permission is hereby granted to hold the above event on the date(s) specified in accordance with the financial provisions and guidelines of the above.

North Iberville Community Center Director: _____

Iberville Parish President: _____

Date: _____

