

105 Pearl St.,
Minden, LA 71055



318-377-1500
anneasley@att.net

Date: _____ Rental Date: _____ Rental Amount: _____

Organization: _____ Client/Contact Name: _____

Address: _____

Cell Number: _____

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

(Visa/MC only)

Card Billing Address: _____

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

Rental Prices: Weekends (Friday – Sunday):	\$650
Weekdays (Monday - Thursday):	\$250
Two Days (Weekends):	\$1000
Holiday Days & Weekends (Thanksgiving, Christmas, etc.):	\$650
Hourly Rates Weekdays Only (1-3 hours):	\$100/hr
Bluetooth Speakers:	Included
Sound System (DJ ready):	\$250
Sound System (Band ready):	\$500
Stage:	\$500
Band (Classic Rock/Jazz/Blues/Country):	\$800

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 \$250.00 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 event that there are damages.

Tables & Chairs:

The Courtyard includes for your use the following:

- 5 ea: Decorative Round Iron Black Tables – 41” dia and 15 matching chairs
- 9 ea: Plastic Round Tables- 45” dia and 46 Plastic/metal folding chairs
- 1 ea: Glass top antique Rectangle table- 32” x 64” and 6 matching chairs
- 1 ea: Plastic Rectangle Folding Serving Table- 2.5’ x 8’
- 2 ea: Plastic Rectangle Folding Serving Tables-2’ x 4’

Total chairs = 69

Additional chairs and tables can be rented directly from Ark-La-Tex Tents & Events. Contact is: Marty Bamburg: 318-518-6543 or any other rental venue. Any items left on-site must be removed before final walk-through can be done. **The Courtyard does not rent or include any other items other than tables and chairs as part of this venue.**

Tents:

In the event of rain, and you would like to set up a tent, we have one tent rental company, Ark-La-Tex Tents & Events authorized to set up in The Courtyard. Contact is: Marty Bamburg: 318-518-6543. Tents can only be set up along the back fence of The Courtyard and on the street.

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 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, ext 433.

The keys to The Courtyard will be handed out after 4 PM the day before the event. If there is an event already scheduled the day before your event, you will have to pick the keys up on the day of your event at 8:00 AM.

One walk-through of the facility will be granted after the deposit is received.

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

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 deposited in the trash cans and all trash bags must be removed from the trashcans inside The Courtyard and deposited in the big blue trash cans outside of the courtyard in the back or neatly stacked next to these cans. All food trash must be put in the cans or removed from the site. All counters must be wiped down. No trash or cigarette butts should be in the flower beds at any time.

The Front and Back gates and the door to the Serving Area/Bathroom and the (2) 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:

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. 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.

Rental Amount: _____

	Amount	Date Pd	Cash/Ck/CC	By:
Deposit towards rent:	\$			
Remainder of Rent:	\$			
Additional Amenities:				
List here:	\$			
	\$			
	\$			
Total:	\$			

Client Signature: _____ Date: _____

Courtyard Representative: _____ Date: _____

Damages Assessed? Yes / No Amount: _____

Comments: _____