

Barnside Place

5051 Country Club Road
Brusly, Louisiana 70719

Sarah Gibson – Mobile 225-776-3155 or Home 225-749-2007

Rental Agreement

The following contract serves as an agreement between Barnside Place and the Client (named below) to the terms and conditions for renting the facilities at Barnside Place.

Rates:

\$300.00 - 4 hours - BAR ONLY- Sunday through Wednesday

\$500.00 - 4 hours - BAR ONLY- Thursday through Saturday

\$700.00 - 6 hours - MAIN HALL and BAR - Monday through Wednesday

\$900.00 - 6 hours - MAIN HALL and BAR - Thursday through Saturday

\$1500.00 - 12 hours – MAIN HALL and BAR

\$400.00- 4 hours - MAIN HALL and BAR- Sunday ONLY

\$100.00 – Each additional hour

\$30.00 per hour for a uniformed officer at events serving alcohol after 5:00 PM

\$250.00 Refundable Damage Deposit (Required for events including 100 + guests)

\$125.00 Refundable Damage Deposit (Required for events including fewer than 100 guests)

\$250.00 Cleaning fee (Required for events including 100 + guests)

\$125.00 Cleaning fee (Required for events including fewer than 100 guests)

\$75.00 Cleaning fee (Bar Only and fewer than 50 guests)

Client Information:

Name: _____ (Please Print)

Event: _____ For: _____

Address: _____

Cell Number: _____ Alternate _____

E-mail Address: _____

Date of Rental: Month _____ Day _____ Year _____

Time From: _____ AM / PM TO: _____ AM / PM

Extra Hours: _____

Event Guest Count: _____

NOTE: Set up and clean up times are **included** in all rental times. Any additional time will be charged at a rate of \$100/hour as noted above.

Rental Policies:

The rental fee includes the use of the following, based on space reserved.

1. Main Hall
2. Bar Area
3. Outdoor Courtyard
4. Restrooms
5. Bride's Dressing Room
6. 8 large rectangular tables
7. 8 round tables
8. 10' Wooden Table
9. 5' Round Wooden Table
10. Tablecloths for all tables - White
11. Chairs (70 - Black, Fold-out)
12. 4 Décor Walls – Moveable (8'x8')
13. Wooden Arbor – Moveable

Capacity

The capacity for the venue may not exceed 300 people total (50 people in BAR ONLY).

Booking

Barnside will hold your reservation date and time for 1/2 of the rental fee plus the refundable Damage Deposit paid at the time of booking and signing of this contract.

Payment

The remaining rental balance and the cleaning fee are due thirty (30) days prior to your event. Payments can be made with check, cash, Venmo (@BarnsidePlace) or credit card (3% fee will be included).

Refund

The Damage Deposit will be refunded within 14 days after the event, if there are no damages sustained and the facility is cleared according to the guidelines outlined in this contract.

Date Change

In the event that the CLIENT wishes to change the date of an event or wedding already booked, Barnside Place will make every effort to accommodate the CLIENT when possible.

Cancellation

In the event that the CLIENT wishes to cancel a booked event, all payments made to date are nonrefundable, and all outstanding payments will be due immediately. All cancellations must be received in writing (email or text message) and acknowledged by Barnside Place.

Catering

Barnside is a non-cooking venue. Caterers or individuals will have use of the kitchen for food storage, preparation and presentation. The kitchen is equipped with counter space, a commercial refrigerator, microwaves, and a commercial warmer. The CLIENT is responsible for any lost or damaged items by the caterer or its employees.

Decorations

All decorations must be used in a way that causes no damage to the floors, walls, light fixtures or furniture. No decorations may be placed on the walls, with the exception of the four (4) moveable walls in the Main Hall. Protective padding must be used under any decorative items resting on the floor. Fixed items shall not be removed unless permission is granted by Barnside. No glitter, silly string, bubbles, rice, sparklers, bird seed, or the like, are allowed inside the building.

Alcohol /Smoking

The CLIENT must obtain a Special Events Insurance Policy (with Barnside Place listed as “Additional Insured”) when alcohol is served at an event after 5:00 PM. A copy of the policy must be submitted to Barnside Place prior to the scheduled event. (Eventsured.com is one on-line source, but any insurance company can write this policy).

All alcohol served after 5:00 PM requires a licensed bartender to serve.

Smoking is allowed in designated outside areas only. Smoking is prohibited inside the building.

Security

CLIENTS must pay **in advance** to secure a uniformed sheriff’s deputy or police officer at the rate of \$30.00 per hour, or the clients may secure the officer themselves. Security will remain for the entirety of the event, including clean up and lockdown of the premises.

Liability

The CLIENT assumes responsibility and liability for all guests as well as injury to any guest invited to the event. Barnside Properties, LLC DBA Barnside Place does not assume ANY responsibility or liability for guests of the CLIENT.

Damage

The CLIENT assumes responsibility for any lost items or damages incurred during the scheduled event. The CLIENT agrees to pay for repair or replacement as determined within ten days following the event.

Post Event

All rented equipment and personal items must be removed from the venue at the close of your event.

I have read and understood the rental agreement policies of Barnside Place. I agree that Barnside Place is not responsible for lost or stolen items, nor for any damages to person(s) or property incurred at the time of my event rental. I hold Barnside Properties, LLC DBA Barnside Place harmless from any form of liability.

Client’s (Renter’s) signature

Date:

Manager’s signature

Date:

Initial here to give permission for photos from your event to be posted on the Barnside Place website and facebook page. _____

Client Selections:

Total Event Rental	Cost	\$
Damage Deposit	Cost	\$
Cleaning Fee	Cost	\$
Security	Cost	\$
Additional Rental Hours	Cost	\$
Other	Cost	\$
Event Total	Cost	\$

Alcohol will be served

Alcohol will NOT be served

Security required for events serving alcohol after 5:00 PM

Main Hall and Bar Lounge

Bar Lounge ONLY

Damage Deposit

Cleaning Fee

BARNSIDE ONLY

Event Notes

First Payment: _____ **Type:** _____ **Date:** _____

Second Payment: _____ **Type:** _____ **Date:** _____