



CHOCTAW VOLUNTEER FIRE DEPARTMENT
 2854 CHOCTAW RD.
 THIBODAUX, LA 70301
 (985)633-2888



INSURANCE:

Lessee and its guests further agree to carry Liability Insurance or other equivalent insurance which shall cover the Hold Harmless Agreement set forth above with minimum limits of liability of \$150,000 each occurrence for bodily injuries and property damage, and to provide the Choctaw Volunteer Fire Department, the Lessor, a certificate specifically identifying the Agreement insured to the above effect.

We encourage you to contact the insurance company that you have homeowner's insurance coverage with to see if your policy will cover your event.

In the event it does not, here are a few suggestions of insurance companies that provide insurance coverage for events:

The Event Helper

Phone: (855) 493-8368

<https://www.theeventhelper.com/>

Markel Insurance

Phone: (800) 236-2453

<https://www.markelinsurance.com/event/event-liability-insurance>

Nationwide

Phone: (877) 669-6877

<https://www.nationwide.com/general-liability-special-events-hb.jsp>

RELEASE & INDEMNIFICATION:

Lessee and its guests agree that they will indemnify and hold free and harmless, the Choctaw Volunteer Fire Department, the Lessor, its directors, officers, agents and all persons acting on its behalf, from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the Lessee and its guests, its agents, employees or servants acts or omissions, and the Lessee and Guests will pay any and all judgement decrees and costs, including attorney's fees which may be rendered against the Choctaw Volunteer Fire Department, the Lessor, its directors, officers, agents and all persons acting on its behalf, in any and all such actions or proceedings.

 Signature of Lessee

 Department Representative

 Printed Name

 Date Signed

 Date Signed



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Rental fees are assessed on a per hour basis. Events that do not include the presence of alcohol will be assessed at a two hour minimum. Events that include the presence of alcohol will be assessed at a four hour minimum.

EVENTS:

Events without alcohol consumption: **\$75 PER HOUR**

- **TWO** HOUR MINIMUM
- DEPOSIT AMOUNT: **\$50**

Events with alcohol consumption: **\$125 PER HOUR**

- **FOUR** HOUR MINIMUM
- DEPOSIT AMOUNT: **\$100**

This fee includes the hiring of a Lafourche Parish Sheriff's Office Deputy.

All events come with two(2) hours of setup time in addition to the time purchased for the event. If more than two(2) hours of setup time are required, extra setup time may be purchased at the rate of \$75 per hour.

Event overage fees will be charged for any event that goes beyond the scheduled time, according to the fee schedule included with this agreement. Any event that continues more than fifteen minutes past the hour for each hour beyond the minimum shall be charged for a full hour of overage.

In the event an event is allowed to go into overage, provided the deposit amount isn't being forfeited for any other reason, the deposit amount will be forfeited and applied toward the overage costs, and the person responsible for the event will be billed for the remainder of the overage costs. If the deposit amount is being forfeited for any other reason, the person responsible for the event will be billed for all overage charges.

If the event is one that requires the presence of a Lafourche Parish Sheriff's Office deputy, the deputy that is hired to provide security shall make the final determination as to whether or not the event will be allowed to continue past the scheduled end time.

The person who signs the rental agreement shall be responsible for payment of any overage fees should the event be allowed to continue past the minimum rental time.

Persons renting any of the facilities must show proof of liability insurance.

EQUIPMENT RENTALS:

8 Foot Tables

- Rental Fee: **\$5 each**

Metal Folding Chairs

- Rental Fee: **\$1 each**

Backdrop Rental (Offsite)

- Rental Fee: **\$100**
- Deposit: **\$100**



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AGREEMENT:

1. The Choctaw Volunteer Fire Department reserves the right to cancel any event at any time, with or without notice. There will be no rentals allowed for any week that has a scheduled election, and no rentals will be allowed the week before or after the annual Choctaw Firemen's Fair.
2. Any person who rents any of the facilities must be at least 21 years of age.
3. No glass bottles are permitted anywhere on the premises.
4. No smoking is permitted within any building on the premises.
5. Event overage fees will be charged for any event that goes beyond the scheduled time, according to the fee schedule included with this agreement. Any event that continues more than fifteen minutes past the hour for each hour beyond the minimum shall be charged for a full hour of overage.
6. If the event is one that requires the presence of a Lafourche Parish Sheriff's Office deputy, the deputy that is hired to provide security shall make the final determination as to whether or not the event will be allowed to continue past the scheduled end time.
7. The person who signs the rental agreement shall be responsible for payment of any overage fees should the event be allowed to continue past the minimum rental time. In the event an event is allowed to go into overage, provided the deposit amount isn't being forfeited for any other reason, the deposit amount will be forfeited and applied toward the overage costs, and the person responsible for the event will be billed for the remainder of the overage costs. If the deposit amount is being forfeited for any other reason, the person responsible for the event will be billed for all overage charges.
8. Persons renting any of the facilities must show proof of liability insurance.
9. Two(2) hours of setup time is allowed for all events. Any setup time beyond two(2) hours and shall be charged at the rate of \$75 per hour.
10. A Lafourche Parish Sheriff's Office deputy will be hired by the Choctaw Volunteer Fire Department and shall be present to provide security for any event that involves the consumption of alcohol.
11. All guests present at the event will comply with all laws, rules, ordinances or requirements imposed by the Parish of Lafourche and the State of Louisiana, and will not engage in criminal activity on the premises.
12. The event shall be confined to the assigned area of the facilities.
13. The facilities shall be returned in good repair and at the end of the event, and in the same condition as when delivered, with the exception of reasonable wear and tear and damage by the elements.
14. Only thumbtacks can be used to secure items to the backdrop. Other methods of hanging decor and similar items must not cause any damage to the facilities.
15. The maximum capacity of 200 persons must be observed in the Choctaw Recreation Center.
16. Any person who rents the facilities for a benefit or other type of fundraiser shall be required to obtain a Letter of No Objection from the Lafourche Parish Government and obtain all required permits from any other state agencies that may be required prior to the start of the event, such as but not limited to Office of Charitable Gaming Permits or Alcohol Tobacco Commission permits.
17. A department representative reserves the right to visit and evaluate the event.

I, _____, agree to abide by all conditions of this rental agreement.

 Signature of Person Renting Facility

 Signature of Department Representative

____/____/____
 Date

____/____/____
 Date



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EVENT INFORMATION:

Event: _____

Estimated number of guests: _____

Rental area:

- Recreation Center
- Fairgrounds
- Both

Is food being served: Yes
 No

Will alcohol be present: Yes
 No

Is alcohol being sold: Yes
 No

Does event require the stage to be cleared: Yes
 No

Deputy Required: Yes
 No

Event Date: ____/____/____

Start Time: ____:____ AM or PM Arrival Time: ____:____

Department Rep: _____

UNTIL

End Time: ____:____ AM or PM Departure Time: ____:____

Department Rep: _____

Responsible Party: _____

Address: _____

Phone Number: _____

Total Fees Due: \$ _____ Due Today: \$ _____

Balance Due: \$ _____ Date Received: ____/____/____



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RENTAL CHECKLIST:

The following list is to be verified upon the conclusion of the event. The below listed items must meet the criteria of the Choctaw Volunteer Fire Department, and shall be determined by the facility representative.

- ___ Kitchen Area
- ___ Refrigerator
- ___ Male/Female Restrooms
- ___ Main Hall Area
- ___ Exterior (Front/Rear/Parking)
- ___ All Trash Taken Out
- ___ Air Conditioner Set At 75 Degrees
- ___ All Doors Are Secured
- ___ All Department Property Is Accounted For

-- UNDER NO CIRCUMSTANCES SHALL ANY EVENT BE ALLOWED TO USE ANY OF THE KITCHEN UTENSILS, POTS, PANS, ETC, THAT BELONG TO THE CHOCTAW VOLUNTEER FIRE DEPARTMENT. ALL PERSONS RENTING THE FACILITIES MUST PROVIDE THOSE ITEMS FOR THEIR EVENT.

- ___ Renter's Deposit Was Refunded
 Amount Refunded: _____
 Method: _____
 Refunded By: _____

- ___ Renter's Deposit Was Not Refunded
 Acknowledged By: _____

Reason(s):

 Signature of Person Renting Facility

 Signature of Department Representative

____/____/____
 Date

____/____/____
 Date



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SETUP BEGAN:

____/____/____ : ____ AM or PM

Renters Initials: _____

Department Representative Initials: _____

SETUP ENDED:

____/____/____ : ____ AM or PM

Renters Initials: _____

Department Representative Initials: _____

EVENT BEGAN:

____/____/____ : ____ AM or PM

Renters Initials: _____

Department Representative Initials: _____

EVENT ENDED:

____/____/____ : ____ AM or PM

Renters Initials: _____

Department Representative Initials: _____

CLEANUP/DEPARTURE:

Total Hours Rented: _____

Total Cost: _____

Approved By: _____

Paid: _____