



Total Due: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Balance: \_\_\_\_\_

**RESERVATION & RENTAL AGREEMENT**  
**DELTA GRAND**  
120 S. MARKET ST. (Physical Address)  
P. O. Box 1550 (Mailing Address)  
Opelousas, LA, 70571

Phone: (337) 308-7714

Fax: (337) 948-1281

Date and Time of Event: \_\_\_\_\_

**ST. LANDRY PARISH GOVERNMENT RESERVES THE RIGHT TO CANCEL ANY EVENT BECAUSE OF AN UNFORESEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE ADMINISTRATION TO BE IN THE BEST INTEREST OF THE PARISH AND ITS CITIZENS. SUCH CANCELED EVENTS WILL BE FULLY REFUNDED.**

Name/Sponsor Applying: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Deposit: \$ \_\_\_\_\_

City/State: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_ Alcoholic Beverages Served:  Yes  No

Security Required:  Yes  No Key Deposit: \$25.00  Yes  No

Date Deposit Paid: \_\_\_\_\_ Date Key Issued: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

By my signature above, I admit to being fully responsible for all lost, stolen, or damaged property that may occur during the time I am renting the facility. It has been clear to me that my security deposit and key deposit of **\$525.00** will be returned (within thirty working days) upon completion of inspection after my function/event considering I have complied with the rules and regulations.

**Multiple Days Rental Fee (Weekends Only)**

**Day One: Rental Fee: \$1250.00 (includes cleaning fee)  
Deposit Fee: \$525.00 (Refundable)\***

**Every additional day: \$600.00/day**

**Weekday Rental Fee (Monday-Friday between 8am-5pm) 5 hour limit**

**No personal checks are accepted unless the balance is paid 30 days prior to the scheduled event.**

**Sunday Rental hrs 1pm to 6pm a 5 hour limit (for small events – 75 guests or less), anything larger you must rent the building for a full day at full cost.**

**Rental Fee: \$100.00/hour  
Mandatory Cleaning Fee: \$250.00  
Deposit Fee: \$1000.00 (Refundable)\***

**SCHOOL POLICY AND FEES (Public and Private)**

**Weekdays (Monday – Thursday)**

5 Hour Limit

Rental Fee: TBD

Deposit - \$1250.00 (includes cleaning fee)

**WEEKENDS**

Regular rates apply.

**NO EXCEPTIONS!**

When renting the Delta Grand, you are entitled to the use of the bar, stage and foyer areas. The bar is equipped with coolers. A sound system is available. The stage does have an assigned area with proper lighting and electrical outlets.

A complete walk-through will take place before and after each event in the presence of an authorized representative from the St. Landry Parish Government and the Renter, and signed upon completion.

The Delta Grand is available for an hourly rental rate of \$100.00 per hour not to exceed a 5-hour time limit **Monday through Friday and Sunday ONLY**. Maximum capacity for this rate is the same as any other. Parties or banquets are not allowed in this time frame; otherwise, you will forfeit your deposit of \$500.00. The cleaning fee of \$250.00 is standard and mandatory. A security/damage deposit and key deposit in the amount of **\$525.00** is due no later than five days from the date of scheduling. The balance of **\$1250.00** is due by 3:00 p.m. **thirty (30) days** prior to the event Failure to pay the balance by the date required will result in the cancellation of reservation and forfeiture of deposit. Your **thirty (30) days** will expire on \_\_\_\_\_ if cashier's check, cash, or money order **(NO PERSONAL CHECKS)** is not received by 3:00 p.m. **Deposit refund will be issued within 30 days after keys returned.**

\*Deposits are subject to forfeiture in the event of violations of contract or damages.

**TIME RESTRICTIONS**

The curfew for the Delta Grand is 12:00 a.m. At this time, all activities must cease. Everyone must be off the premises (not leaving) by 12:00 a.m. The security guards and/or building monitors on duty will enforce this policy. **Only renters responsible for clean-up may remain on the premises after hours.**

**CONCESSION**

Concession rights may be granted only under specifications as set by the St. Landry Parish Government. The Lessee is responsible for obtaining all necessary permits for the sale of any alcoholic beverages, food products, or material goods through Parish Government. The Lessee or participant further agrees not to hold St. Landry Parish Government liable for any accident, injury, theft, etc. that may occur before, during, or immediately after said performances.

**KEYS**

Keys WILL NOT be issued any sooner than 3:00 p.m. the day before the scheduled event. If you rent the center Monday through Thursday, you will receive the key the morning of your event. If the Delta Grand is reserved the day prior to your event, the keys will be issued the morning of your event. **ALL KEYS MUST BE TURNED IN NO LATER THAN 2:00 pm THE FOLLOWING WORK DAY. LOST or DAMAGED** keys will forfeit your key deposit. Should the renter or a representative receive the keys the day prior to their event, it will be for **SETUP PURPOSES ONLY**. Absolutely **NO** other activities are to take place. The Manager has the authority to close and/or cancel the function if participants do not comply with this policy or other rules indicated in the contract.

**SET-UP/BREAKDOWN TIMES**

Set-up time will be no sooner than 3:00 p.m. the day before considering no previously scheduled event is taking place. In the event there is a function scheduled the night before your event, you will obtain the key the following morning after inspection, clean-up, and inventory.

**TABLES AND CHAIR SET-UP**

St. Landry Parish Government offers the set-up of tables and chairs at no additional cost. *Renter must submit table and chair set-up at least one week prior to the event.*

**CLEAN-UP**

The building should be cleaned (**INSIDE AND OUTSIDE**) by the ending time stated in the contract. All items brought in by applicants must be removed immediately following the function. St. Landry Parish Government **WILL NOT** be responsible for lost or stolen items. **NOTHING** can be left overnight and removed the next day. **TRASH RECEPTACLES** are placed throughout the building; all trash must be removed from the parking lot, tables, floors, kitchen, and stage area. Trash bags must be removed from receptacles immediately following the function and placed in **LARGE DUMPSTERS LOCATED OUTSIDE.**

**EVENT TIME**

The center will be closed to the public on the day of your rental and will only be open for the event time. All weekend events must cease at 12:00 a.m.

**NO SMOKING**

**No smoking** is allowed in the Delta Grand. The **RENTER** is responsible for informing all attendants at their function/activity of no smoking in any part of the building. **The Manager has the authority to cease the function if participants do not comply with the no-smoking policy or rules indicated in the contract. (SMOKING OUTSIDE ONLY)**

**AT NO TIME IS ANYONE ALLOWED TO STAND ON THE TABLES OR CHAIRS.**

**OPEN FLAMES**

Absolutely **NO** open flames, flame-producing devices, or any inflammable or combustible materials will be allowed inside. This includes but is not limited to the following: torches, incense burners, pan warmers, and floating candles. Failure to comply with this policy could result in the forfeiture of your deposit.

**ENTRIES**

No marked **FIRE EXITS** are to be obstructed by stationery items (chairs, tables, etc.). This is a State Fire Code Requirement.

**TEEN EVENTS**

All teen events must cease by 12:00 a.m. (midnight) on Friday and Saturday and 11:00 p.m. on Sunday thru Thursday. All teen events are required to have two (2) adult chaperones as well as security paid for by the renter as per the security agreement.

**CANCELLATION POLICY**

If you need to cancel an event, you must do so at least 60 days prior to your scheduled event in order to receive your full deposit. Otherwise, you forfeit your deposit. **St. Landry Parish Government reserves the right to cancel events in times of State of Emergencies. If this was to happen, you will receive all monies back.**

**LIQUOR/DRINKS**

**ABSOLUTELY NO** beer bottles allowed. All ice chests/kegs etc. must be placed on **MATS**. **BARTENDERS: STATE LAW** states that all bartenders **MUST BE 21 YEARS OF AGE** in order to serve and or sell alcoholic beverages. If liquor is being **SOLD**, a liquor license is required.

**My signature below indicates that I agree to the above terms.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

**HOLD HARMLESS CLAUSE**

THE RENTER SHALL, AT THE RENTER'S COST AND EXPENSE, DEFEND, INDEMNITY, AND HOLD FOREVER HARMLESS ST. LANDRY PARISH GOVERNMENT, ITS ELECTED OFFICIALS, AND EMPLOYEES FROM ANY AND ALL CLAIMS OF ANY KIND, CHARACTER, OR NATURE WHATSOEVER MADE AND/OR ASSERTED BY ANYONE WHOMSOEVER AS A RESULT OF RESULTING FROM, AND/OR IN ANY WAY CONNECTED WITH THE DELTA GRAND. FAILURE TO COMPLY WITH ANY OF THE ABOVE-MENTIONED MAY RESULT IN CANCELLATION OF RESERVATION AND FORFEITURE OF DEPOSIT.

\_\_\_\_\_  
Renting Party's Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Delta Grand Representative Signature

**SPECIAL EVENT LIQUOR LICENSE**

If liquor is being sold, a liquor license is required. State Law mandates that all bartenders MUST BE 21 YEARS OF AGE in order to serve/sell alcoholic beverages. **ABSOLUTELY NO GLASS BOTTLES OF ANY KIND ARE ALLOWED INSIDE THE DELTA GRAND NOR ON THE GROUNDS!!!!** By signing this doc document, you have agreed to comply with the requirements as stated above. Should you choose to go against the requirements, you will lose your deposit. St. Landry Parish Government reserves the right to make unannounced appearances at any time during a scheduled event. The Liquor License must be completed and returned within 5 days of this agreement.

**ONLY SIGN IF LIQUOR IS BEING SOLD**

\_\_\_\_\_  
**Renting Party's Signature**

\_\_\_\_\_  
**DATE**

**SECURITY**

Security is required for all events consisting of live entertainment and alcoholic beverages, if sold. By signing this document, you have agreed to comply with the requirements as stated above. Should you choose to go against the requirements, you will lose your deposit. St. Landry Parish Government reserves the right to make unannounced appearances at any time during a scheduled event. The security agreement must be completed and returned within 5 days of this agreement.

SECURITY OFFICERS(S) REQUIRED FOR THIS EVENT FOR \_\_\_\_\_ TO \_\_\_\_\_ PEOPLE.

**ONLY SIGN IF SECURITY IS NEEDED**

\_\_\_\_\_  
**Renting Party's Signature**

\_\_\_\_\_  
**DATE**

**DELTA GRAND SECURITY AGREEMENT**

I, \_\_\_\_\_, Lessee, have leased the Delta Grand, which is owned by St. Landry Parish Government. I understand via the contract, that I am required to hire Law Enforcement Security Detail for all events from beginning to end of the event. I also understand that this Security Agreement form must be complemented, signed by an authorized representative and returned within five (5) days of receiving this contract.  
 I understand and agree to this Security Agreement.

\_\_\_\_\_  
 Lessee, Signature

\_\_\_\_\_  
 Date

Scheduled Event(s) on the following date and times:

Day	Month	Date	Times –AM/PM

I certify \_\_\_\_\_ has been qualified as Security Detail for  
*Name of Security Personnel*

- ( ) Opelousas Police Department
- ( ) St. Landry Parish Sheriff's Office
- ( ) Opelousas Marshall Office

That he/she shall be present on the Delta Grand premises during the time of the rental.

**Private Event (Receptions, Reunions, Etc.) :**

One officer is required for up to 150 people;  
 Two officers are required for 151 – 300 people;  
 Three officers are required for 301 – 500 people;  
 Add one security officer for every 100 people after 500.

**Public Event (Live Entertainment, Concerts, DJ's, Etc.):**

Two officers are required for up to 150 people;  
 Four officers are required for 151 – 300 people;  
 Six officers are required for 301 – 500 people;  
 Add two security officers for every 100 people after 500.

**NOTE: RENTERS PAY FOR SECURITY BUT LAW ENFORCEMENT OFFICERS WORK FOR DELTA GRAND STAFF.**

\_\_\_\_\_  
**Signature of appropriate certifying Law Enforcement Official**

*This Security Agreement must be completed, signed and returned within (5) days of reservation.*