

West Baton Rouge Parish Parks & Recreation Park Rental Contract

Today's Date:	_____		Event Date(s):	_____	
Responsible Party: <small>(Person Booking Event)</small>	_____		<small>Last Name</small>	<small>First Name</small>	
Physical Address:	_____				
	<small>Street Address, City, State, Zip</small>				
Mailing Address:	_____				
	<small>P.O. Box/Street Address, City, State, Zip</small>				
Phone:	_____		<small>Primary</small>	<small>Secondary</small>	
Email Address:	_____				
Times:	Setup/Decorate:	_____		Start of Event:	_____
Event Type:	_____				
Description of Event:	_____				
Number of People Expected to Attend Event:	_____				
Organization and/or Individual Event is for:	_____				
Facility Reserved:					
<input type="checkbox"/> Alexander Park	<input type="checkbox"/> Lukeville Park	<input type="checkbox"/> Soccer Complex			
<input type="checkbox"/> Erwinville Park	<input type="checkbox"/> Rivault Park	<input type="checkbox"/> Williams & Lee Park			
<input type="checkbox"/> Myhand Park					
Fields Needed:	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4	<input type="checkbox"/> #5
Park Facilities Needed:	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Lights	<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Concession Stand	
For Department of Revenue Purposes: If any answers are yes, you must bring this to Revenue for approval.					
<small>(Check all that apply)</small>					
Will anything be sold? (i.e. concessions, t-shirts, photos, memorabilia)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Catered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Caterer: _____		
Inflatable Jump/Slides	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of Company: _____		
Vendors Present	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type of Vendors: _____		
Admissions charged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Advanced tickets sold	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parking Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Alcohol Present	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, describe the types _____		
If yes, Law Enforcement Agency to be acquired:			_____		
Alcohol to be sold	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Refer to Page 3 for the instructions.		
By signing this agreement, the applicant agrees to comply with all rules, policies, and regulations set by West Baton Rouge Parish. The Parish reserves the right to modify terms, adjust rates, or cancel reservations as needed. The applicant assumes all liability and agrees to indemnify the Parish against any claims, damages, or losses arising from their event.					
_____ <i>Signature of Responsible Party</i>			_____ <i>Date</i>		
<small>For Office Use Only</small>					
_____ <i>WBR Parks & Recreation Representative</i>			_____ <i>Date</i>		
_____ <i>WBR Revenue Representative</i>			_____ <i>Date</i>		

West Baton Rouge Parish Parks & Recreation Park Rental Contract

Operated by The West Baton Rouge Parish Parks and Recreation Department

Please note the terms and conditions are subject to change without notice.

Important terms and conditions for reserving all West Baton Rouge Parish Centers and Facilities:

Top Priority is given for use of all West Baton Rouge Parish Facilities as an emergency shelter and/or voting precincts at certain times. Therefore, even if you have reserved a community center, park and/or other parish facility and paid the required fees, it may be necessary for West Baton Rouge Parish to cancel your reservation on short notice. If such an occasion should arise, as in the instance of an emergency or for a special election, your fees will be refunded and you will be notified to make other arrangements; regardless of how close it is to your event. West Baton Rouge Parish will make every effort to assist you in your effort to make other arrangements, but it is ultimately your responsibility. West Baton Rouge Parish will not be held liable.

- **The responsible party for this purpose is the person who books the facility and signs the rental agreement at the time of the booking.**
- Parish-sponsored programs, tournaments, etc., have first priority for reservations and early bookings.
- Only adults (18 years or older) are eligible to reserve a parish park.
- No reservation or rental agreement shall be issued to any person who is an interposed person for the owner or proprietor of a business or for another person, firm or corporation. The Parks & Recreation Director may require full disclosure, in writing and under oath, of the details of the operation of intent of any person the Director suspects of being interposed for another. The Director may require the presence of any person for examination who he suspects of being an interposed person. A person who is subsidized, financed, or employed by another person, firm, corporation or other legal entity to reserve or enter into a rental agreement for a community center, park, ball field or the multi-purpose facility without disclosing that he is subsidized, financed or employed by another person, firm, corporation or legal entity shall be considered an interposed person for the purposes of Section 2-70.
- If a reservation or rental agreement is granted to or entered into with an interposed person, as determined by the Parks & Recreation Director, the Director may cancel the reservation or rental agreement without refund of deposit.
- Reservations must be made no later than one (1) week in advance of the function. If made less than three (3) weeks before the function, the **rental and deposit fees must be paid by money order or debit/credit card.** In the event of a rain out, you may schedule another date.
- After the date of the function, if it is determined that the facility was not damaged, the damage deposit fee will be refunded. Please allow up to two weeks following the function for receipt of the deposit fee.
- Cancellations must be made in person, **by the responsible party only**, no less than **30 days in advance** of the reserved date or all **fees shall be forfeited.**
- It is the responsibility of the user to break down cardboard boxes (when used) and place all litter and trash in the trash dumpsters on the facility grounds prior to closing time.
- When any type of seafood (crawfish, shrimp, crabs, fish, etc.) is served, it shall be the responsibility of the responsible party to **haul off the remains from a parish facility.** Seafood of any kind cannot to be placed in any West Baton Rouge Parish dumpster or **THE DEPOSIT SHALL BE FORFEITED.**
- Glass drinking containers are **not permitted** at any West Baton Rouge Parish facility, including parking lots and any parish property.
- Confetti, glitter, and balloons containing confetti and/or glitter **are not allowed.**

Responsible Party Initials: _____

- **Alcohol is not allowed without a SPECIAL-USE PERMIT.**

The following is the **step-by-step** process to obtain the **special event permit**.

- **Step 1:** Applicant goes to the WBR Parks & Recreation Office (749 N. Jefferson Ave., Port Allen) to reserve the date and fill out required paperwork.
- **Step 2:** Applicant takes the required paperwork to the WBR Parish Revenue Dept. (883 7th St., Port Allen) for approval and requests a Letter of No Objection. The WBR Parish Revenue Dept. will issue a Special Event Certificate from the parish and forward the request for a Letter of No Objection to the WBR Parish President's Office.
- **Step 3:** The WBR Parish President's Office issues the Letter of No Objection by email to the applicant after obtaining the required signatures. (The approved Letter of No Objection is the verification the state requires as proof that the local authority is granting the sale of alcohol at the event.)
- **Step 4:** Once the approved Letter of No Objection is received by the applicant; the applicant submits it along with an application for a special event and the applicable fee. (Information can be obtained online from The Louisiana Office of Alcohol and Tobacco Control (<https://www.atc.louisiana.gov>).
- **Step 5:** Once the applicant receives the state-issued Special Events Permit, the applicant provides a copy to the WBR Parish President's Office before the function. On the day(s) of the function, the original permit is to be posted and available for public view.
- **Note:** We recommend the applicant start this process two months prior to the event date. This should allow enough time to acquire all approvals.
- **No Alcoholic Beverages are allowed at youth functions.** In accordance with state law, West Baton Rouge Parish prohibits the consumption of alcohol by anyone under 21 years of age at any of its parks.
- If it is determined that alcohol has been consumed by a minor, his/her parents will be notified by the responsible party and the minor shall be dealt with in accordance with the law.

IF ANY OF THE ABOVE-STATED RULES ARE VIOLATED, THE FUNCTION CAN BE CANCELLED AND/OR SHUT DOWN AND THE DEPOSIT FEE SHALL BE FORFEITED.

General Park and Field Rental Fees: (Subject to change at any time without notice)

Acceptable methods of payment: Check, Money Order, or Credit/Debit Card (3% Convenience Fee Assessed and is non-refundable). **NO CASH ACCEPTED.** Checks and Money Orders are to be made payable to West Baton Rouge Parks & Recreation

Park and Field Fees	
Alexander Park Erwinville Park	Lukeville Park Myhand Park
	Rivault Park Williams & Lee Park
Parish League Field Use	No Charge
Parish Non-League Field Use	\$125.00 per field, per day
Non-Parish Field Use	\$250.00 per field, per day
Deposit for any Park Tournament	\$1,000.00
Pavilion Rental Only	\$75.00
Deposit for Pavilion Rental	\$100.00

Note: Walking trail, playground, splash pad, and tennis courts are not included with the rental of a park/facility. They will remain open to the public.

Soccer Field Fees	
Parish League Field Use	No Charge
Parish Non-League Field Use	\$125.00 per field, per day
Pavilion Rental Only	\$75.00
Deposit for Pavilion Rental	\$100.00

Responsible Party Initials: _____