

# Melady House Rental Agreement

5800 England Drive  
Alexandria, LA 71303  
318-419-4150

Cost \$1,500.00

Date of Event: \_\_\_\_\_

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

Special Occasion Property Rental Agreement for Saturday only rentals provided by Melady House, LLC.

The Melady House has a magnificent presence with century old majestic oaks that provide a beautiful setting for outdoor weddings and other special events.

This family residence is the home of Mr. and Mrs. Lamar Ritchie and family. Melady House, LLC contracts with Melady House owner(s) and will be held responsible for grounds and parts of the dwelling leased to responsible individuals who might enjoy this historical setting. The following guidelines are to clarify the family's expectations and assurances to those who may wish to share this lovely home and grounds.

**IMPORTANT:** Only Melady House staff/mgmt. may give permission/provide information regarding issues for your rental. (Initial when read: \_\_\_\_\_)

Only those on rental agreement may address concerns or needs during rental.

**HOURS OF RENTALS** - This rental consists of the use of rooms throughout the bottom floor of the house **excluding** use of the bedrooms. (Initial when read: \_\_\_\_\_)

**10 hours** are allowed on Saturday and may be broken up for decorating and event (i.e. 8-12 decorating 6 - midnight for event). All guests and vendors must vacate building by midnight. **Overtime starts at 12:01 and lessee will be charged a fee of \$200.00 per hour.** (Initial when read: \_\_\_\_\_) All food and decorations must be taken out of house after event.

## **PAYMENT/DEPOSIT**

## **COST OF RENTAL + DEPOSIT**

- A **damage/security deposit of \$500.00** is due upon securing a date for your event at Melady House along **with a signed rental agreement**. This is a security/damage deposit. If you cancel your event you forfeit your deposit. (Initial when read: \_\_\_\_\_)
- **Half of payment is due 6 months in advance** of event \_\_\_\_/\_\_\_\_/\_\_\_\_. **Remainder of payment is due 90 days in advance** of event \_\_\_\_/\_\_\_\_/\_\_\_\_. If you cancel your event within 6 months of event you forfeit half of your payment. (Initial when read: \_\_\_\_\_)

## **SMOKING RULES**

- No smoking is permitted inside of Melady House.
- Please use designated smoking receptacles provided for your convenience.

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- *No smoking is allowed where tablecloths are used outside. (Linens with cigarette holes will be deducted from rental).  
(Initial when read: \_\_\_\_\_)*

*Included with rental are the following: (Initial when read: \_\_\_\_\_)*

- 100 chairs (lifetime)
- 12 round tables 60 inch (with linens-seats 8)
- 10 - 6ft. rectangle tables
- 2 - 8 ft. rectangle tables
- 4 - 48 inch round tables (with linens)
- 2 - 4 ft rectangle table
- 8 pub tables

**CLEAN UP** *(Services are available to take care of trash and chairs for an extra fee.)*

- *All trash must be secured and placed in dumpster provided after each event. Failure to do this will result in loss of deposit. (A charge of \$25.00 will be assessed for each garbage bag not placed in dumpster.) (Initial when read: \_\_\_\_\_)*
- *All food, decorations and rental equipment must be removed from Melady House the same day of the event or before leaving the premises at checkout. (Initial when read: \_\_\_\_\_)*
- *Caterer/those preparing food are responsible for securing garbage from kitchen and placed in dumpster provided. Also, leave kitchen clean making sure that everything belonging to Melady House is placed where it was found and microwaves are wiped if used. (Initial when read: \_\_\_\_\_)*
- *Lessee is responsible for stacking chairs in racks provided. (Initial when read: \_\_\_\_\_)*
- *Melady House provides all other clean up.*

## **FURNITURE/DECORATIONS**

- *All candles must be placed inside containers. Any wax spills on linen(s) will be automatically deducted from deposit. You may consider using battery operated candles to avoid this. (Initial when read: \_\_\_\_\_)*
- *No furniture or wall décor may be moved from its location. If you desire any changes they must be made prior to event and by lessee or lessee's designated contact. Melady House owner/representative needs to be made aware of decorations that are moved.*

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A fee will be assessed for items that are not placed back in original location. This includes outside furniture (i.e. chairs, tables, etc.). (Initial when read: \_\_\_\_\_)

- If you are going to put your decorations together at Melady House be sure to bring your supplies such as scissors, tape, batteries, extra trash bags, etc. as Melady House does not provide these items.

## COOKING/FOOD PREPARATION

- **No cooking is allowed** in Melady House. All food must be brought in **already prepared and cooked**. Only heating of food will be allowed in kitchen. (Initial when read: \_\_\_\_\_)
- **Please bring** any utensils/containers you need for serving/preparing your food. If you are preparing your own food you must bring your own trash bags, dishwashing liquid, etc. as caterers usually provide their own.
- **Bring** saran wrap/foil, left-over containers etc. as Melady House does not provide this. Do not assume that caterer will provide this or leave for you after event.

## PETS

- No pets of any kind are allowed at Melady House during rental. (Initial when read: \_\_\_\_\_)

## SUBLEASING & COMMERCIAL USE

Sub-leasing and commercial use of Melady House is prohibited without written permission from Melady House, LLC. (Initial when read: \_\_\_\_\_)

## UPPER FLOOR USAGE

Lessee, their family or guests are not permitted on the stairs, the second floor or the balcony of Melady House without permission from Melady House, LLC. Failure to follow this rule may result in loss of your damage deposit. (Initial when read: \_\_\_\_\_)

## CONDUCT

Any individual that is considered acting inappropriately, such as performing **unsafe acts or disruptive behavior or using illegal substances**, must be asked to leave the premises by the lessee or by Melady House, LLC representative. (Initial when read: \_\_\_\_\_)

**CHILDREN** must be supervised by an adult both inside and outside while attending events at Melady House. **Please do not bring children during decorating** as Melady House does not have accommodations for children while guardian/parents decorate. (Initial when read:\_\_\_\_\_)

**NO children and only those helping in preparation/serving of food ARE ALLOWED IN KITCHEN AREA DURING RENTAL.** (This rule is required by our Insurance Company for liability reasons.) (Initial when read: \_\_\_\_\_)

