

**MELADY HOUSE, LLC**  
 5800 England Drive  
 Alexandria, LA 71303  
 318-419-4150

**WEDDING RENTAL AGREEMENT**

**EVENT DATE:** \_\_\_\_\_

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.

**All wedding/reception packages include:**

- **6 hours on day prior to event** to decorate and rehearse if needed.  
(You may choose any 6 hours between 8a-6p. These hours may be broken such as 5 (five) hours and return for 1 (one) hour for rehearsal.)
- **14 hrs on event day** only bridal party and vendors should be at Melady House on this day. Guests should arrive no sooner than 1 (one) hour before event.
- **Brides** are allowed to take bridal portraits at no extra charge.

<b>STANDARD</b>	<b>\$2,500.00</b>	<b>PREMIUM</b>	<b>\$3,000.00</b>	<b>DELUXE</b>	<b>\$3,500.00</b>
<ul style="list-style-type: none"> <li>• 100 Lifetime chairs</li> <li>• 12 60" round tables</li> <li>• 4 48" round tables</li> <li>• 4 pub tables</li> <li>• 2 4ft rect tables</li> <li>• 10 rectangle tables</li> <li>• 12 linens for round tables plus linens For bride and groom Cake</li> </ul> <p>Additional linens may be Rented at \$10.00 each</p>		<ul style="list-style-type: none"> <li>• 100 Lifetime chairs</li> <li>• 12 60" round tables</li> <li>• 4 48" round tables</li> <li>• 8 pub tables</li> <li>• 2 4ft rect tables</li> <li>• 10 rectangle tables</li> <li>• All table linens included with this package</li> <li>• Inside chairs setup and picked up after event</li> <li>• Chair covers put on and taken off</li> <li>• Trash pickup during and after event</li> <li>• Mosquito Spray</li> </ul>		<ul style="list-style-type: none"> <li>• 100 Lifetime chairs</li> <li>• 12 60" round tables</li> <li>• 4 48" round tables</li> <li>• 8 pub tables</li> <li>• 2 4ft rect tables</li> <li>• 10 rectangle tables</li> <li>• All table linens included with this Package</li> <li>• Inside chairs setup and pickup up after event</li> <li>• Chair covers put on and taken off</li> <li>• Trash pickup during and after event</li> <li>• Mosquito Spray</li> <li>• 160 White resin chairs setup and picked up after event</li> <li>• Serpentine table with linens</li> </ul>	

I choose the \_\_\_\_\_ package for my event.

My initials mean that I have read and understand the terms of this contract: \_\_\_\_\_

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**Overnight stays:** Not included (must be discussed separately).

**IMPORTANT:**

- Please do not bring children during decorating as Melady House does not have accommodations while parents/guardians are helping decorate.

**HOW DO I SECURE MY DATE?**

- Submit the rental agreement and pay deposit (non-refundable if event cancelled).

**WHEN IS PAYMENT DUE?**

- 1<sup>st</sup> half 6 months before event      \_\_\_/\_\_\_/\_\_\_
- 2<sup>nd</sup> half 3 months before event      \_\_\_/\_\_\_/\_\_\_

If event is cancelled – damage deposit is forfeited.  
If event is cancelled within 6 months of event – first half of contract amount is forfeited.

**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 representative.

Children must be supervised by an adult while attending events at Melady House.

**Overtime starts at 12:01 a.m.** (Additional time is available at \$100.00 an hour before midnight and \$200.00 an hour after midnight).

I am requesting event day to start at: **8a – 10p** or **10a – midnight**

**I would like to add additional time: Yes or No**

**KITCHEN RULES**

You are welcome to use our kitchen. **We do have a guest refrigerator and freezer.** We do not have an ice machine. You may store several bags of ice in guest freezer. Large quantities of ice need to be kept in an ice chest.

**NO CHILDREN** and only those helping in preparation/serving of food ARE ALLOWED in kitchen during rental. (This rule is required by our Insurance Company for liability reasons.)

Caterers and/or those self-catering are responsible for securing garbage in kitchen and placing in dumpster provided on premises and leaving kitchen as they found it. Make sure that you discuss with your caterer what they supply and what they don't regarding containers to store your leftovers, to-go plates for individuals, left-over cake containers, saran wrap, aluminum foil, etc. You may want to bring whatever they don't supply. Melady House will charge an extra fee to provide to-go containers, saran wrap or aluminum foil.

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**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.

**SMOKING RULES**

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

**FURNITURE**

No furniture or wall décor may be moved from its location. If you desire any changes the request 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. A fee will be assessed for items that are not placed back in original location. This includes outside furniture i.e., chairs, tables, etc.).

Any use of candles at Melady House will have to be discussed prior to event. All candles must be contained in glass. Any spilled wax on floor, linens, etc. will be charged to the lessee.

No sparklers, artificial flowers, food based item(s), candy, etc. may be thrown. If you are using anything other than birdseed please get approved by Melady House. All must be thrown in yard away from concrete.

**PETS**

No pets of any kind are allowed at Melady House during rental.

**SUBLEASING & COMMERCIAL USE**

Sub-leasing and commercial use of Melady House is prohibited without written permission from Melady House, LLC.

**UPPER FLOOR USAGE**

Lessee, their family and/or guests are not permitted on the stairs, the second floor or the balcony of Melady House without permission from Melady House rep. Failure to follow this rule may result in loss of your damage deposit.

This agreement is between the responsible party signing this contract and Melady House, LLC. The performance of this agreement may be terminated due to circumstances making it illegal, impractical or reasonably impossible for Melady House, LLC to provide the services as stated in contract. These circumstances include events caused by acts of God, war, governmental regulations, disaster, civil disaster, or interruption of utility service for sewer, water or power to Melady House. This agreement may be terminated for any one of the above reasons by written notice from Melady House, LLC after learning the bases for termination. Melady House, LLC will be responsible for actual un-coverable expenses incurred by the lessee for the event.

Lessee hereby assumes responsibility for condition of the premises and further agrees to "hold harmless" Melady House, LLC against any claim or injury caused by any defect therein to the lessee or to anyone in, on, or about the leased premises who derives his right to be thereon from the lessee, unless Melady House, LLC knew or should have known of the defect, or had written notice thereof and failed to remedy said defect within a reasonable period of time.

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Guests will be responsible for their own contents while renting premises.

Any other agreements made at time of rental and prior to event need to be put in writing.

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All packages must be accompanied by a damage deposit of \$500.00. Remember that rental of building is separate from Deposit. (Damage deposit is refundable after event.) We do not take credit cards. Please make payments in the form of cash or check made payable to Melady House, LLC.

Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_

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

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

\_\_\_\_\_  
Lessee's Designated Contact

\_\_\_\_\_  
Lessee's Phone #

\_\_\_\_\_  
Designated Contact Phone #

\_\_\_\_\_  
Lessee's email address

\_\_\_\_\_  
Lessee's mailing address

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**Melady House Representative Signature**

Amanda Crooks 318-419-4150

Lamar Ritchie 318-419-0774

**PARKING**

It is strongly recommended that you hire 2 parking attendants for larger functions (over 150). You want your guests to be able to park as close as possible and to use space provided as adequately as possible. If you hire attendants it is recommended that they arrive no later than one hour prior to event time. Cars that are already parked may need to be adjusted accordingly.

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