Melady House Rental Agreement 5800 England Drive

Alexandría, LA 71303

318-419-4150 Cost \$1,500.00

Date of Event:	Type of Event:	
Special Occasion Property Rental Agreen fall under this agreement. Please see we	nent for <u>Saturday only rentals</u> provided by Melady House, LLC. dding rental agreement.)	(Weddings nor Receptions
The Melady House has a magnificent presother special events.	sence with century old majestic oaks that provide a beautiful setti	ng for outdoor weddings and
owner(s) and will be held responsible for g parts of the dwelling leased to responsible	and Mrs. Lamar Ritchie and family. Melady House, LLC contracts grounds and e individuals who might enjoy this historical setting. The following hose who may wish to share this lovely home and grounds.	·
IMPORTANT: Only Melady House staff/r on rental agreement may address concern	ngmt. may give permission/provide information regarding issues ns or needs during rental.	for your rental. Only those
HOURS OF RENTALS – This rental con bedrooms.	sists of the use of rooms throughout the bottom floor of the house	e excluding use of the
guests and <i>vendor</i> s must vacate buildin	ay be broken up for decorating and event (i.e. 8-12 decorating 6 or good by contracted time. Overtime starts immediately after consight and \$200.00 an hour after midnight. All food and decorations	tracted hours. Overtime is
PAYMENT/DEPOSIT	COST OF RENTAL + DEPOSIT	
	\$500.00 is due upon securing a date for your event at Melady Ho curity/damage deposit. If you cancel your event you forfeit your d	
	hs in advance of event/ Remainder of paymer cancel your event within 6 months of event you forfeit half of total	
SMOKING RULES		
 No smoking is permitted inside or 	•	
	receptacles provided for your convenience.	
No smoking is allowed where tall when read:)	blecloths are used outside. (Linens with cigarette holes will be o	deducted from rental). (Initial
Included with rental are the following: • 100 chairs (lifetime)	(Initial when read:)	
12 round tables 60 inch (with lin	ens-seats 8)	
 10 – 6ft. rectangle tables 2 – 8 ft. rectangle tables 		
 4 - 48 inch round tables (with line) 	ens)	
2 - 4 ft rectangle table	- /	

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

• 8 pub tables

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- 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.)
- 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.
- 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.
- Lessee is responsible for stacking chairs in racks provided.
- 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.
- 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. A fee will be assessed for items that are not placed back in original location. This includes outside furniture (i.e. chairs, tables,
 etc.).
- 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.
- 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.

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 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.

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.

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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.

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.)

OTHER

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 basis for termination. Melady House, LLC will be responsible for actual uncoverable 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, or 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.

Guests will be responsible for their	r own contents while	renting prer	nises.
The hours of rental area	a.m./p.m. to	_a.m./p.m.	Any additional time needed will be charged according to contract amount.
Any other agreements made at t	time of rental need t	to be put in	writing.
Please send mailed payments to:	Melady House, LLC 2727 Donahue Fer Pineville, LA 7136	ry Rd.	
Lessee's Signature	Date	<u>-</u>	
Lessee's Contact #	Date	.	Melady House Rep. Signature
Home Phone #	Cell phone #	<u>*</u>	Melady House Contact #
Lessee's mailing address			
Lessee's email address			
Designated Contact Person			
Designated Contact Phone #			