

# Melady House Rental Agreement

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

Cost of Rental: \$1,000.00

Date & Time of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_ Type of Event: \_\_\_\_\_

Special Occasion Property Rental Agreement for **Friday 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. & 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.  
(Initial when read: \_\_\_\_)

**HOURS OF RENTALS** – This rental consists of the use of rooms throughout the bottom floor of the house **excluding** use of the bedrooms.

- The hours of rental are \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m. Any additional time needed will be charged according to contract amount. (Initial when read: \_\_\_\_)
- **10 hours** are allowed on Friday 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 decorations and food must leave night of 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**. 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 first half of contract amount of rental. (Initial when read: \_\_\_\_)

## SMOKING RULES

- No smoking is permitted inside of Melady House. (Initial: \_\_\_\_)
- Please use designated smoking receptacles provided for your convenience.

**Included** with rental are the following:

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

**Not Included** with Rental: (Initial: \_\_\_\_)

Linens (are available to rent)  
No ice machine on premises

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## CLEAN UP (Services for trash pickup and chairs are available 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 placing 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 will stack chairs on racks provided after event.** (Initial when read: \_\_\_\_\_)
- **Melady House provides all other clean up (i.e. sweeping, mopping).**

## FURNITURE/DECORATIONS

- **All candles** must be placed inside containers. **If wax spills** out on linens or any other surface this will automatically be 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. 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: \_\_\_\_\_)

## 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.
- **Only those preparing food are allowed in kitchen.**
- **Use of guest refrigerator and freezer are allowed. Please bring your own saran wrap/foil/leftover containers as these are not provided by Melady House.** (Initial when read: \_\_\_\_\_)

## 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: \_\_\_\_\_)

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## 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 while attending events at Melady House. **Please do not bring any children while decorating** as Melady House does not have accommodations for them while guardians decorate. (Initial when read: \_\_\_\_\_)

**NO children and only those helping with 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: \_\_\_\_\_)

## 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 own contents while renting premises. (Initial when read: \_\_\_\_\_)

**Any other agreements made at time of rental need to be put in writing.**

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Mailed payments may be sent to: Melady House, LLC  
2727 Donahue Ferry Rd.  
Pineville, LA 71360

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Contact Person

\_\_\_\_\_  
Lessee's Contact #

\_\_\_\_\_  
Contact Person's #

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Melady House Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Cell phone #

\_\_\_\_\_  
Melady House Contact #

\_\_\_\_\_  
Email address