

MELADY HOUSE, LLC
5800 ENGLAND DRIVE
ALEXANDRIA, LA 71303 318-419-4150
amandarcrooks@gmail.com

RECEPTION ONLY RENTAL AGREEMENT \$3,000.00 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 and reception packages include:

- **4 hours on day prior to event** to decorate and rehearse if needed. (No Rehearsal dinners allowed).
(You may choose any 4 hours between 8a-5p. **Melady House is very prompt with times.**)
- **14 hours 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. **Doors will be locked promptly at 12:00 midnight or whichever hours you choose for event (i.e. 8a-10p, 9a-11p or 10a-midnight. This means everyone being out and doors locked at contract time. Please get with vendors to make sure that they can pack up their equipment and be out by contract time.)**

What comes with package: (If not mentioned, not included)

- ✓ **Bride gets to take bridals with no additional charge at Melady House. (Photos must be taken Sunday through Thursday)**
- ✓ **100 Chairs are included for inside (Lifetime brand)**
- ✓ **Chaircovers are included for 100 inside chairs (White, ivory or black)**
- ✓ **Tables are included (12 60" round, 5 48" round, 2 4" rectangle, 6 pub tables, choice of 8 ft or 6 ft rectangle tables for food or some seating.**
- ✓ **Linens are included for all tables provided (white, ivory or black)**
- ✓ **Mosquito spray for yard (or deputy)**
- ✓ **Help provided to take trash out during function.**
- ✓ **Help provided to set up chairs and tables inside and take down after event. (If bride decides to have reception outside as well with tables and chairs this will be an extra charge as we will have to pay additional help.**
- ✓ **If bride decides to have reception outside with a band/DJ it will have to end by 11:00 p.m. due to noise curfew by law enforcement.**
- ✓ **If bride does not want chair covers she can choose to use 100 of our white resin chairs. These chairs will not be carried outside but will be used inside instead of lifetime chairs or can be used along with lifetime chairs.**

What is not included with package:

- **Deputy if alcohol on premises and for parking.**
- **Ice (No machine on premises)**

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- Overnight stays
- Decorations (other than what is already out)
- Cooking equipment/supplies
- No outside setups

IMPORTANT REGARDING CHILDREN:

- **Please do not bring children during decorating time as Melady House does not have accommodations while parents/guardians are helping decorate.** Also, children are not to be left unattended during time on premises before, during or after events. We have items inside that are breakable, no running and no rocks picked up outside and other areas that we do not want disturbed. Thank you for your consideration and understanding.

HOW DO I SECURE MY DATE?

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

WHEN IS PAYMENT DUE?

- 1ST half **6 months before event** ___/___/___
- 2nd half **3 months before event** ___/___/___

If event is cancelled – damaged/security deposit is forfeited

If event is cancelled **within 6 months of event** – first half of total rental 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.

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). This means everyone walking out and building being locked by 12:00 midnight. **Melady House is very prompt with time.**

I am requesting event day to start at: **8a – 10p, 9a – 11p 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.)

Caterer is responsible for securing garbage in kitchen and **placing in dumpster provided** on premises and leaving kitchen as they found it. Caterer is responsible for bringing their own garbage bags and

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whatever items they need to prepare and serve with. **This goes for individuals who are doing their own catering also.** 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, ziplocs, 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.

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. Battery operated candles are very nice and are preferred.

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.

NO TAPE! IF ANYTHING IS NEEDED TO ANCHOR ITEMS DOWN ON FLOOR OR TABLE CLOTHS OR ANYTHING.... PLEASE DISCUSS WITH MELADY HOUSE. TAPE LEAVES RESIDUE ON WHATEVER IT ATTACHES TO.

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

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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, 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.

LAW ENFORCEMENT/SECURITY is required for events where alcohol is present. You may call 318-452-8267 or 318-447-2023. (\$25.00 each hour with four hour minimum.) It is strongly recommended that you hire 2 security/parking attendants for larger functions (over 150). These guys will also help with parking so you can make the most out of the space provided. You may want them to arrive an hour prior to wedding so that cars already parked may be adjusted accordingly. (NO WASTED SPACE)

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

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, check or money order** made payable to Melady House, LLC. Mailed payments should go to: **2727 Donahue Ferry Rd., Pineville, LA 71360.**

Name of Bride: _____ Name of Groom: _____

Date of Event: _____ Time of Event: _____

Lessee Signature Date Lessee’s Designated Contact

Lessee’s Phone # Designated Contact Phone #

Lessee’s mailing address

Lessee’s email address

Melady House Representative Signature

Date Signed

Amanda Crooks 318-419-4150/Lamar Ritchie 318-419-0774

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