**LINK**

Friends – Food—Spirits—Sports

1701 Elysian Fields Avenue

New Orleans, LA 70117

(504) 345-2505

Website: Linknola.com

Email: infolinknola@gmail.com **DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART I.**

Name of Individual or Organization Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_

Contact Information:

Contact Person (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II.**

Details of Event:

Party Meeting Social Event Wedding Repast Baby Shower Bachelor Party Bridal Shower Bachelorette Party Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Theme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Date(s): \_\_\_\_\_\_\_\_\_\_\_\_ (All events must end before ­­­\_\_\_\_\_\_\_\_\_\_\_\_.) Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Hours for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Number of Attendees:

<25 25-50 51 - 100 100-250 approx.

\*Please Note: LINK only has chairs and tables to accommodate 100 people. If your event has more than 100, you will need to rent tables and chairs.

Will this event be catered? Yes No

Will you use LINK preferred caterer yes no

\*Will you be charging for this event? Yes No

If so, what is the admissions fee? \_\_\_\_\_

Will you be decorating? Yes No

If so, will you use LINK DECORATOR YES NO?

Number of security guards needed? \_\_\_\_\_

**Part III**

Music

Music preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special request(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*ADDITIONAL INFO CAN BE SUBMITTED ON A SEPARATE SHEET

\* This request form is meant to assist LINK staff to provide you with an estimate of the cost to rent our facility. Additional fees may apply. Rentals are on a first come first serve basis. Requested rental dates cannot be guaranteed until a deposit in the amount of 50% of the rental fee are paid. \*

**LINK RENTAL WORKSHEET**

For Internal Use Only (Renter’s Copy)

|  |  |
| --- | --- |
| **SPECIALTY FUNCTION RENTAL FEE**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PARTY TABLE RENTAL FEE (FOR 1 PERSON) SATURDAY** ($50.00 for each additional person)  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECTION - PRIVATE AREA** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **VIP ROOM RENTAL FEE $125.00 PER HR (2HR MINIMUM)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ATTENDANT FEES:**$30 per hr., based upon the time needed for preparation, event, and post eventLarge events may require a second attendant at $25 per hr. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECURITY FEES:**$25 per hr. for each security guard ($100.00 value) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SET-UP AND CLEAN-UP FEES:**$15 per hr., and is set by Rental Coordinator, based upon the type of event | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECURITY DEPOSIT: (REG) OR (VIP)**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MUSIC FEE (DJ)**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECURITY DEPOSIT (SPECIALTY FUNCTION)**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECURITY FEE (SPECIALTY FUNCTION)**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **STAGE SETUP FEE**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Refundable with no damages\*

|  |  |
| --- | --- |
| Invitations (50: Gratis-100 @ $25.00): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Catering Charges | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Decorating Charges | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parking Attendant/Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Damage Deposit (\*REFUNDABLE w/in 7-14 days of the event\*)\*50% penalty will be assessed for any infraction of the rules of LINK | **$100.00\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TOTAL** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Method of payments: -

ALL MAJOR CREDIT CARDS

CASH, CHECKS, MONEY ORDERS & PayPal : infolinknola@gmail.com & CashApp:- $infolinknola

|  |  |
| --- | --- |
| DEPOSIT | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1ST PAYMENT | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2ND PAYMENT | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3RD PAYMENT | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Manager’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Provided that you comply the policies and procedures in your contract

**LINK RENTAL POLICIES & AGREEMENT**

**RENTAL FEE:** Rental fees are based on the number of event attendees, the time of day during which your event will occur, and the duration of your event. The rental fee covers basic rental of LINK facility as specified in the Rental Request Form. This service includes the presence of employees for the duration of the event; basic housekeeping prior to and after the event (extensive trash or food cleanup is the responsibility of the renter); set-up and break down assistance; rental of tables and chairs for up to 100 people; and security. The number of security guards depends upon the time of the event, and the number of guests.

**CONTRACT AND PAYMENT:** Requested rental dates cannot be guaranteed until a Reservation Deposit in the amount of 50% of the Rental Fee is paid and the Rental Agreement is signed. The Reservation Deposit is due at the time of signing the rental contract. A Damage Deposit of $100 is due at least 7 days before the event. The security deposit is totally refundable unless LINK facility or contents are damaged during the rental. The balance of the rental payment is due at least 7 business days before the date of the event.

**CANCELLATIONS:** Cancellations should be made more than 7 days before the scheduled rental date. In such cases, another day or date must be selected for the event; then, the collected deposit will be applied to the new selected day or date or new event. There will be absolutely no refunds. If a cancellation occurs within 7 days of the event, the entire rental deposit will be forfeited.

**CATERING:** LINK would like to accommodate all rental requests. However, at present, we are unable to host events larger than 100 people. Please be advised that LINK kitchen is not equipped with an industrial size refrigerator, sink, stove, dishwasher or icemaker. Your caterer is responsible for meal-preparation which should be done off site, and should have adequate food warming and cooling appliances that can be used on site. *The caterer must be properly licensed, insured, and trained in proper, safe and sanitary food handling, and must accept all liability for proper food handling, as LINK does not have a food preparation license.* **NO FOOD WITH SAUCES OR ANYTHING THAT CAN SPILL. FINGER FOOD ONLY. NO OUTSIDE DRINKS OR ALCOHOL.**

**PLANNING YOUR EVENT:** Once the Rental Agreement is signed, the renter must arrange to meet and discuss logistics with LINK managers; preferably at least 14 days prior to the event. The $100 Damage Deposit is due at this meeting. During this meeting, which must take place at LINK, you will make decisions regarding the set-up for the event. All logistics should be discussed during this meeting; and it is recommended that your caterer, decorator, events coordinator, and other relevant personnel be present.

**FURNITURE AND ART:** Renters should not remove LINK furniture from the facility and renters are not authorized to relocate, store, or handle paintings and art. Any event which requires alterations of furniture must be discussed by the manager of LINK.

**REVOCATION**: This Agreement is freely revocable by LINK and, upon written notice from LINK to Renter, may be terminated at any time in LINK’s sole discretion. This Agreement, together with any exhibits attached hereto, contains the complete agreement of the parties concerning the subject matter, and supersedes any prior oral or written understandings, representations, or agreements pertaining thereto which have not been incorporated herein. This Agreement shall be construed and governed by the laws of the State of Louisiana, without regard to its conflicts of law’s provisions.

**ENFORCEMENT:** Renter shall be responsible for all costs, expenses and reasonable attorneys’ fees incurred by LINK in enforcing this Agreement in the event LINK prevails in any such enforcement.

**VIOLATION:** Forfeiture of deposit.

By signing below, I am hereby acknowledging that I am 21 years old or older and will invite guests to my activity who are of the legal age of 21 or older. I understand that this facility (LINK) reserves the right to cease my activity at any time if the rules and regulations of the facility or contract are broken; additionally; I have read, understood, and agree to be bound by the terms of this Agreement.

|  |  |
| --- | --- |
| **LINK Manager** | **Renter** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Printed Name) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Printed Name) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature) |