

Orleans on *Main*

An event destination.

513 Main Street / Minden, LA. / Phone: (318)-377-6250

Email: Contact@orleansonmain.com

Organization: _____ Representative: _____ Date: _____

Address: _____ City: _____ State: _____

Phone Number: _____ Cell Number: _____

Rental Date: _____ Type of Rental: _____

Expected Attendance (Not To Exceed 300): _____ Will There Be Alcohol? _____ Deposit: _____

Rental Prices: Weekends (Friday – Sunday): \$650.00

Weekdays (Monday – Thursday): \$450.00

Two Days (Weekends): \$1,200.00

Holidays (Thanksgiving, Christmas, etc.): \$650.00

Tables and chairs are provided at no additional cost. All tables must be covered with a table cloth, whether you rent ours or provide your own. We ask that you give an estimated attendance so the tables and chairs can be set up prior to your event. You can seat 150 guests using ten chairs per table. There will be a portable 8ft by 8ft stage that can be used upon request.

Number of Tables Needed: _____ Number of Chairs At Each Table: _____

Stage (Yes or No) _____

Serving Tables: 8 ft. 1 or 2

6 Ft. 1 or 2

Additional Amenities:

Linen Table Cloths (\$10.00 Each) (Black or White): _____ Linen Napkins (\$1.00 Each): _____

Candelabra (\$15.00 Each): _____ Audio/Visual/PowerPoint Presentations (\$75.00) (Yes or No) _____

If you would like a walkthrough of Orleans on Main you must call our office a week in advance to set up an appointment to view the facility.

In addition to the rental price a deposit must be made in order for the event date to be saved. The deposit starts at \$250.00 and may extend as high as \$1,000.00 depending on the nature of the event.

The keys to Orleans on Main will only be handed out after 4 PM the day before the event. If there is an event already scheduled the day before your event, you will have to pick the keys up on the day of your event at 8 AM.

Rental price for Orleans on Main on a Holiday is set at \$650.00. If the Holiday falls on a weekday the rental price will still be \$650.00. One walk through of the facility will be granted after the deposit is received. There will be no parties at Orleans on Main with a cover charge. No alcohol will be sold at Orleans at any time. Any additional walk through of the facility will cost \$25.00 per visit. There will be an extra \$25.00 fee for any additional changes made to the contract after the initial set up of the facility.

Once your setup has been complete at Orleans, if we are called down to Orleans to make changes to your setup an additional charge of \$25.00 will be applied withheld from your initial deposit.

If you fold up tables and chairs that are not needed for your event, they must be folded and placed against the brick wall only not in the kitchen.

Warming Kitchen: There is to be no frying or cooking of any kind. If frying is detected via our security system your deposit will not be refunded. Warming of already prepared food is acceptable. The refrigerator is to keep your food cold until needed. The ice machine is there for use at the event only.

Orleans on Main is equipped with a 108 inch high definition projection screen TV. In addition, there is a blue ray player if you want to watch a movie. There will be satellite TV with HD channels for any sports fan wanting to have a party. Slide shows or PowerPoint presentations can be run to the screen.

Orleans on Main takes great pride in the neat and clean appearance for each event. In return, we expect after an event to have Orleans on Main left as neat and clean as when you arrived. If the facility is not cleaned after an event, your deposit may not be refunded.

Deposits will be refunded when the keys are turned in. The keys must be returned at 8 AM the next morning unless your event falls on a Saturday or Sunday in which the keys are to be returned Monday morning. Your deposit will not be refunded if the following is not completed: **Lessee Initial's-**

1. ALL TRASH MUST BE EMPTIED FROM INSIDE THE BUILDING AND DUMPED IN EXTERIOR CANS. _____

2. THE BATHROOMS MUST BE CLEANED. _____

3. ALL FLOORS MUST BE SWEEPED. _____

4. COOLERS MUST BE CLEANED AND EMPTIED. _____

- 5. STOVE/MICROWAVE SURFACE AND INTERIOR MUST BE CLEANED. _____
- 6. ALL 3 A/C CONTROLS MUST BE RESET TO 78 DEGREES BEFORE LEAVING. _____
- 7. ALL LIGHTS AND FANS, INSIDE AND OUTSIDE, MUST BE TURNED OFF. _____
- 8. NOTHING SHOULD BE STOLEN OR BROKE. _____
- 9. WHEN EXITING THE BUILDING, ALL EXTERIOR DOORS AND GATES MUST BE LOCKED. _____
- 10. YOUR EVENT MUST BE OVER WITH AND THE BUILDING MUST BE CLEANED AND EXITED BY 1 AM. _____
- 11. YOU CANNOT COME BACK AND CLEAN AND GATHER BELONGINGS THE DAY AFTER YOUR EVENT. _____

There will be no smoking permitted inside the building. However, smoking is permitted in the front courtyard where ashtrays are provided. If smoking inside the detected via our security system, your deposit will not be refunded.

Decorations:

There are no decorations allowed on any interior/ exterior walls or gas lights. There will be no streamers, light fixtures, etc. allowed on ceiling tiles or grids. No furniture is to be rearranged or moved around in the entrance foyer, including the piano.

Rental: \$ _____

Additional Amenities: \$ _____

Rental Total: \$ _____

Authorized Agent: _____ Date: _____

Lessee Signature: _____ Date: _____