



**Fleur De Lis Tea Company**  
58265 North Cooper Rd.  
Amite, LA 70422  
(540) 878-9491  
Fleurdelisteco.com

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### **Event space rental agreement.**

**Package selected:**

<b>Packages</b>	<b>Package Price</b>	<b>Tax</b>	<b>Total</b>	<b>Deposit</b>
<b>Petite</b> 1 Hour	\$295	\$23.45	\$318.45	\$159.22
<b>Basic</b> 2 Hours	\$395	\$31.40	\$426.40	\$213.20
<b>Classic</b> 3 hours	\$595	\$47.30	\$642.30	\$321.15
<b>Popular</b> 4 hours	\$795	\$63.20	\$858.20	\$429.10
<b>Grand -</b> 7am - 11pm	\$1495	\$118.85	\$1613.85	\$806.93

If paid by check or cash no additional fees are applied. Payment by credit is accepted but additional fees apply.

**Event Details:**

Date of event:	
Set up time for event:	
Event start time:	
Event end time:	
Type of event:	
# guests:	

**Contact Details:**

Full name:	
Phone number:	
Email:	
Home address:	
City:	
State:	
Zip code:	
Secondary contact name:	
Secondary contact number:	
# guests:	

- Yes, I grant you permission to contact me by email.
- Yes, I grant Fleur De Lis Tea Company permission to share approved pictures of my event on their social media pages.
- I understand that if I am bringing in outside food or drinks that I cannot hold Fleur De Lis Tea Company Liable for any foodborne illness.

The package selected has a rental fee of \$\_\_\_\_\_ for \_\_\_\_ hours. A 50% deposit is required to reserve the event date and time. This is a non-refundable deposit. All other fees are refundable up to two weeks prior to the event date. No refunds will be permitted after the two-week mark as your agreement to rent the facility may cause the loss of additional bookings or business. Any charges for damages or distress will be added to the

final bill and presented to the renter.

Fees: 50% Deposit due date: \_\_\_\_\_ Date paid: \_\_\_\_\_

Final rental cost \_\_\_\_\_ Due by: \_\_\_\_\_

A signed agreement and deposit must be received in order to reserve your event date and times

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

### **Rental conditions**

Please read and understand the requirements of utilizing the Fleur De Lis property for your event. This pertains to our building and all outside property.

**Rental Fees:** All balances must be payable to the venue 14 days prior to the event. A non-refundable deposit of 50% along with the signed agreement is required to reserve the date and space. Payment may be made by cash, check, or major credit card.

**Cancellation:** Date-Hold deposit is non-refundable.

**Inclement Weather:** If there is severe weather that carries with it a risk to safety such as a Flood, Hurricane or Tornado we will work with you to reschedule your event at no extra charge. Seasonal rain is not a sufficient reason to cancel an event as we offer an inside facility. All events booked with us should consider that rain or cold is a possibility and that a refund will not be made available due to regular weather. Only in the event of extreme weather incidents will we reschedule your event.

**Overtime Charges:** In the circumstance your event goes longer than anticipated it is \$200 each additional hour.

**Damage(s):** If any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage, floor gouges, damaged tables or chairs) the renter will be charged and this fee will be added to the final bill. The renter must clean the premises within the reserved event rental time leaving the venue in the same condition and working order as at the start of the event setup.

**Insurance and Liability:** The renter is liable for the safety of your guests. Any caterers and/or outside vendors, companies, and/or institutions must follow the guidelines set forth in this rental agreement and the renter will be held liable for any and all damage(s) inflicted by such vendors. Venue insurance is highly recommended. Please see your insurance provider for this.

**Liability:** Renter agrees to indemnify, defend, and hold Fleur de Lis Tea Company and employees harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service and dispensing of payment by renter, its employees,

and agents of alcoholic beverages at Fleur De Lis Tea Company. In the event Fleur De Lis Tea Company or employees are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Fleur De Lis Tea Company and/or employees all reasonable attorney fees, court fees, and costs of suit incurred by Fleur De Lis Tea Company, including all collection expenses and interest due. Renter agrees that any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises are the responsibility of the renter. The renter agrees not to hold Fleur De Lis Tea Company liable for any food borne illness or food related injuries with food brought in by themselves.

**Site Decoration:** Fleur De Lis Tea Company wants to make every event a special experience; therefore, every effort will be made to allow renters to prepare decorations reflecting their creative requirements. The renter is allowed to use the tables and chairs. No nails, screws, staples or penetrating items should be used on our walls. Candles are prohibited.

**Conduct:** There is absolutely no smoking of any kind tolerated in the building. There will be a designated smoking area provided outside of the building. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times.

**Lost and found:** Fleur De Lis Tea Company takes no responsibility for personal effects and possessions left on premises during or after any event. Every attempt will be made to return a recovered item to its rightful owner if found.

**Cleaning:** Following the event, you are required to return the space to the same clean condition in which it was found. All trash must be collected, properly bagged, and placed into the provided trash can. In the event additional cleaning staff need to be hired to clean up from your event a \$75.00 cleaning fee will be charged.

**Property use:** The renter is welcome to enjoy the property directly around the tea house. This includes the area by the pond and the dock. No fishing is allowed and the renter and their guest assume all responsibility for any injuries incurred anywhere on the property. This is a nature friendly property wasps, snakes, tripping hazards are all present.

**City, Parish, State, and Federal Laws:** Renter agrees to comply with all applicable city, parish, state, and federal laws and shall conduct no illegal act on the premises. This is a non-smoking facility at all times. No exceptions. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner per designated vendor. Fleur De Lis Tea Company reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the safety of its staff, guests, or building contents.

**Entry and Exit:** Renter agrees that Fleur De Lis Tea Company staff may enter and exit premises during the course of the event. A representative of the staff will be on-site during your entire event and will be checking periodically with the responsible parties to ensure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

Acknowledged and Agreed by Renter: \_\_\_\_\_

Date: \_\_\_\_\_