



JUNIOR LEAGUE OF ALEXANDRIA

Non- Member Reservation Request Application

For Use of the Junior League of Alexandria Headquarters

Name: _____

Contact Phone Number: _____

Contact Email: _____

Space Requested: Room Rental Prices are for 4-hour increments. Additional charges are \$50 per hour. (Check all that apply)

- Great Room – max 70 people (\$400)
- Conference Room – 10-12 people (\$125)
- Great Room & Conference Room (\$500)

Type of Event: _____

Event Date: _____

Event Time Duration: Beginning Time _____ Ending Time _____

Number of People: _____

What equipment/supplies available would you like to use:

- 8' white seminar tables (18 count): # Requested _____
- white plastic folding chairs (150 count): # Requested _____
- Projector & Screen (computer not included) & Microphone _____

Will alcohol be served? (check one) YES NO

Will a caterer or outside contractor be hired? (check one) YES NO

If Yes: Name _____ Phone _____

Questions/Comments: _____

TOTAL COST: Room Fee	\$ _____
+ Security Deposit	\$50
Total	\$ _____

Reservation Request Application may be submitted by mail or dropped off to:

Junior League of Alexandria
1005 Bayou Place
Alexandria, Louisiana 71303

The Alexandria Junior League Headquarters Committee will review your Reservation Request Application and will verify availability of dates. If Request Application is approved, a Rental Agreement will be emailed to you. The Executed Rental Agreement and the Deposit must be received to reserve a date.

The full Rental Payment is due 30 days prior to the event. Method of payment may be with check or money order, made payable to: Junior League of Alexandria, or by credit card through our online Flipcause platform or through our League Office during office hours, M-F 9am-1pm, phone number (318) 443-6975.

The Junior League of Alexandria Headquarters Rental Agreement governs use of Junior League of Alexandria Headquarters, which you will be provided once your request has been approved.

There are limited kitchen facilities available at Headquarters. Cooking is NOT permitted, only heating up of food is permitted. You are permitted to bring in your own food and beverages. Catering is allowed. No alcoholic beverages may be SOLD on the premises during a private event.

REFUND/CANCELLATION POLICY. Cancellations within 30 days of event will be fully refunded except for deposit. Cancellations within 15 days prior to event will receive 50% of the rental fees refunded. Deposit will only be refunded if rental contract is fulfilled, and premises are cleaned.

Security Deposit will be returned within (30) days after event, pending inspection.

Rental tables and chairs may be brought into the space no more than one (1) day prior and removed no more than one (1) day after the event.

I acknowledge the receipt of and have read the League Headquarter Policies listed above. I accept this agreement in full and assume all financial responsibility for the use of the Junior League of Alexandria Headquarters.

_____ Date _____
(Signature of Lessee)

For Junior League of Alexandria Office Use Only: Reservation Request Application acknowledged by Headquarters Committee. _____ Date _____ (Chair Headquarters Committee) Reservation Request: <input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED Reservation Contract emailed to Requestor: <input type="checkbox"/> YES <input type="checkbox"/> NO Reservation Contract and Payment Received in Full (Date): _____ Event Date Confirmed: _____ Security Deposit <u>\$50</u> Security Deposit Returned (Date): _____
