



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)

Room Rentals Sunday thru Thursday	Room Rentals Friday and Saturday
<input type="checkbox"/> Great Room – max 70 people (\$300)	<input type="checkbox"/> Great Room – max 70 people (\$500+\$200CF)
<input type="checkbox"/> Conference Room – 10-12 people (\$150)	<input type="checkbox"/> Conference Room – 10-12 people (\$150)
<input type="checkbox"/> Great Room & Conference Room (\$400)	<input type="checkbox"/> Great Room & Conf. Room (\$600+\$200CF)

Type of Event: _____

Event Date (minimum one month in advance for private events):

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 _____
- \$150 Non- Members Projector & Screen (computer not included) & Microphone (2 count): # Requested _____
- TV

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	\$ _____
Cleaning 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 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.

Please describe below or on separate sheet. 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:	_____		
Sunday thru Thursday:	Great Room Fee <u>\$300</u>	Board Room Fee: <u>\$150</u>	Both Rooms \$400
Friday and Saturday:	Great Room Fee <u>\$500</u>	Board Room Fee: <u>\$150</u>	Both Rooms \$600
Friday and Saturday:	Cleaning Fee \$200	Projector, Screen, Microphones	\$150
Security Deposit	<u>\$50</u>		
Security Deposit Returned (Date):	_____		



JUNIOR LEAGUE OF ALEXANDRIA

Headquarters Rental Agreement

The Junior League of Alexandria, will be referred to as “JLA” or “Lessor”, and the Junior League of Alexandria’s Headquarters, will be referred to as “JLA HQ”. “The individual seeking to reserve space at the JLA HQ will be referred to as “Lessee”.

JLA Headquarters is located at 1005 Bayou Place, Alexandria, Louisiana 71303. The phone number of the JLA is (318) 443-6975.

This agreement is made and entered into this _____ day of _____, _____ between JLA and _____, Lessee.

For and in consideration of the mutual covenants and conditions set forth herein, JLA & Lessee promise, covenant, and agree as follows:

I. RESERVATION TERM

Lessee shall reserve space from the JLA those certain areas of JLA HQ designated in Section II for _____ hours on _____.

II. RESERVATION AREAS

Lessee shall reserve an area from the JLA the following designated rooms or areas of JLA HQ (indicted below by an “X” - Lessee shall not have access to those areas not marked):

- Great Room – max 70 people
- Conference Room – 10-12 people
- Great Room & Conference Room

Lessee shall not have access to the Front office, Membership Office, or Storage Areas. Lessee shall have access to all restroom facilities adjacent to or accessible from the areas designated above. Lessee shall have use of the parking lot located in the front of JLA HQ. All other areas of the JLA HQ are off-limits. In common areas, Lessee will show consideration for the other persons using the premises and abide by the policies herein. Lessee understands that other League members may be using other the offices in the JLA HQ at the same time as Lessee's use. The members of the JLA and all persons using the JLA HQ are requested to conduct their meeting or function to avoid disruption to other meetings and functions.

III. PURPOSE OF RESERVATION

Lessee shall have exclusive use of the reserved area(s) designated in Section II for the sole limited purpose of (type of event) _____. Lessee shall use the reserved space(s) only for this event and shall not permit the reserved area(s) to be used for any other purpose.

IV. RESERVATION RATES

Lessee shall pay to the JLA on or before _____, all fees for the areas designated in Section II as follows:

Great Room Rental Fee (4 hours)	\$___
Board Room Rental Fee (4 hours)	\$___
Both Room Rental Fee (4 hours)	\$___
Cleaning Fee for Friday/Saturday Rental	\$___
Additional Hours \$50 per hour	\$___
Extras	\$___
+ Security Deposit	\$50
TOTAL DUE	\$

Lessee shall pay total reservation fee in full set forth above upon the submission of this Reservation Contract or 30 days before the commencement of the reservation term as set forth in Section I.

V. SECURITY DEPOSIT

A security deposit of \$50 is due upon the execution of this Reservation Contract, in addition to any other payments set forth in Section IV. The security deposit shall be returned in full to Lessee within thirty (30) days after the date set forth in Section I, provided that the premises are not damaged. In the event that the premises are damaged by Lessee, JLA shall have thirty (30) days from the end of the reservation term in which to give Lessee written notice by certified mail to Lessee’s address set forth above of the JLA’s intention to impose a claim on the security deposit and the reason for imposing the claim.

VI. SURRENDER OF PREMISES

At the conclusion of the reservation term, Lessee must surrender the reservation areas and premises in the same condition as of the time of commencement of the reservation term, and Lessee and all of Lessee’s agents, employees, patrons and invitees must vacate the reserved area(s). In the event that the Lessee holds over beyond the reservation term, Lessee shall pay the sum of \$50 per hour or portion thereof which Lessee holds over.

VII. RESERVATION POLICIES/REGULATIONS

In endeavoring to serve our JLA members, who desire to use the JLA HQ for their functions, the following regulations have been established for the efficient operation of the building, protection of its property, conformance with safety regulations and codes, and to avoid conflict with other activities and programs conducted in the JLA HQ.

Lessee agrees to be fully responsible for the reserved areas hereunder and agrees further to adhere to and follow the following Reservation Policies of the JLA HQ:

1. The JLA reserves the right to limit access to the JLA HQ to those groups whose purpose conflicts with the Mission and Vision of the Junior League of Alexandria and the Association of Junior League International.
2. All publicity material or printed matter regarding use of the JLA HQ and its facilities must be submitted in writing to the JLA Board of Directors for approval, in advance of release. All calls for information about the function should be directed to the Lessee, not the JLA HQ or the JLA.
3. If there is to be a speaker at a function held at the JLA HQ, the speaker and the topic to be discussed must be cleared with the JLA before any publicity is issued.
4. Reservation of the Great Room includes the use of the kitchen and appliances.
5. A \$30.00 charge shall be assessed for any returned checks.
6. Evening reservations will be no later than 12:00 midnight, except on special occasions, e.g., New Year’s Eve. Any special occasion exceptions must be agreed upon in writing.
7. If Lessee remains in the JLA HQ longer than the reservation term, fees will be assessed as set forth in Section VI.
8. Permission to bring in special equipment for any function must be requested in writing from the JLA, and such equipment must be removed immediately after the function unless other arrangements are approved prior to the function. The JLA HQ and JLA assume no responsibility for equipment left on premises.

9. No equipment/furniture of the JLA HQ is to be loaned or removed from the building at anytime by any individual or organization
10. The Lessee is responsible for moving in and removing all equipment and/or other items from the premises.
11. No tables, chairs or any other furniture or equipment shall be dragged across the floors. Lessee will be charged for any damages to the building in an amount to be determined by Lessor.
12. Smoking is prohibited on the premises. Lessee will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
13. Consumption of food and beverages must be limited to the reserved area(s).
14. Lessee must provide own paper towels, trash bags, and paper goods.
15. No signs may be hung or displayed on or around the JLA HQ except inside those rooms rented for use
16. Only flameless candles may be used.
17. Decorations may be applied to doors, walls, and windows only by use of special removable tape (like that made by Post-it or Scotch Brands). Lessee will be assessed for damages to doors, windows, and walls caused by application or removal of decorations. No decorations may be attached to the walls, woodwork, or ceilings and all decorations must be approved in advance by the Headquarters Committee.
18. Upon completion of the function, the building must be cleaned (i.e. restored to the condition in which it was found). Such cleaning includes removal of all decorations, clearing tables, and putting all trash outside in the large blue garbage cans. It is requested that liquids be disposed of in the sink and not in garbage cans.
19. An additional cleaning fee of \$25 per hour will be deducted from security deposit should the building require additional cleaning if clean-up is inadequate as determined by the JLA. No confetti-type materials, no rice, birdseed, bubbles, bubble machine, rose petals, fog machines, haze machines, sparklers or glitter should be scattered either inside or outside of the JLA property. A \$50 charge will be deducted from security deposit if confetti-type material is left inside or outside the JLA HQ. This includes the parking lot and front steps.
20. Prior to exiting the JLA HQ the Lessee must:
 - i. Turn off all lights except great room back light, light over sink in kitchen, and entry foyer lamp
 - ii. Set both thermostats at 74*
 - iii. Ensure all doors are closed
 - iv. Ensure alarm is set
 1. Press Security > Arm > Away
 2. Exit out front or lounge doors, both are exit doors and will lock behind you
21. Lessee assumes full responsibility for any food or beverages brought onto the premises. No alcoholic beverage of any sort may be served to minors. No alcoholic beverage may be SOLD on the premises.
22. If a caterer is used, Lessee must submit with application (or at least 7 days before use of facility) proof that caterer has current worker's compensation coverage, Board of Health certification and \$1,000,000 bodily injury and property damage insurance. Lessee and/or caterer shall assume all responsibility for food and beverage provided on the premises.
23. Any bar must close, and any alcoholic beverages must be secured no later than 15 minutes prior to the ending time of the event. Any band or other entertainment must also stop no later than 15 minutes prior to the ending time of the event.
24. If alcohol is being served, a bartender and/or paid server and food must be provided. In addition, the serving of alcohol must comply with all laws and ordinances.
25. The JLA reserves the right to require security person(s) at events where it is deemed necessary. The Lessor will provide security guards for all events that serve alcohol unless agreed upon in writing.
26. Lessee is responsible for his/her guests, employees and agents and their observance of all rules and regulations specified by the Lessor.
27. The Lessor is not responsible for personal property and equipment brought onto the property by the Lessee and/or his/her agents, employees or guests.
28. No firearms are allowed on the JLA HQ premises.
29. No conduct shall be permitted on the premises that violate any Federal, State or local law or any regulation, rule or ordinance of Alexandria, Louisiana. The Lessee assumes full responsibility for the behavior of all persons on the premises during the period of the reservation term and for a reasonable time before and after. Proper supervision must be provided for events involving minors.

30. Lessee shall observe all applicable fire and safety regulations, including limits on number of occupants. All exit doors must be left free and unobstructed from view and access.

VIII. INSURANCE

Any Non-Member Lessee shall provide JLA a certificate of insurance in the amount of \$1,000,000 covering bodily injury and property damage. The certificate must be provided prior to the date of use, and shall show that the insurance is in full force and effect.

1. **IMPORTANT:** In addition to the above insurance requirement, the Lessee using JLA HQ shall be held responsible for any loss, breakage, or damage to equipment and/or physical property arising at any time during the use of the JLA HQ and shall be billed for any such loss, breakage, or damage.
2. The JLA HQ and JLA assume no liability or responsibility for damage to or loss of personal property of any kind brought into the building or while on the JLA HQ and JLA premises. All such personal property including motor vehicles brought or left on the premises shall at all times be at the owner's risk. The JLA HQ and JLA assume no liability or responsibility for personal injury caused by the negligence of the Lessee or any persons attending the Lessee's function at the JLA HQ.

IX. INDEMNIFICATION BY LESSEE/HOLD HARMLESS

The JLA and all its directors, officers, members, employees, servants and agents are hereby released and discharged from any and all liability for loss, injury or damage to persons or property sustained during use or occupancy, except for those occurring through JLA's gross negligence or willful conduct. Lessee agrees to indemnify, defend and hold harmless the Association of Junior Leagues International, the JLA and all their directors, officers, members, employees, servants and agents from all suits, actions, losses, damages, claims or liability of any character, type or description, court costs and attorney's fees for injury or death to any person, including invitees, licensees and trespassers, or damage to any property, received or sustained by any person or persons or property arising out of, or occasioned by, any condition of fault that now exists on the premises, or that may exist on the premises in the future, or as a result of any tort, or cause of action of any type, including, but not limited to, any claim of any nature involving the use or consumption of alcohol.

X. RELATIONSHIP OF PARTIES

Nothing herein contained shall be deemed or constituted as creating the relationship of principal and agent or of partnership or of a joint venture between the parties. Neither the method of computing reservation fees nor a provision contained herein nor any acts of the parties hereto shall be deemed to create any relationship between the parties other than that of JLA and Lessee.

XI. WAIVER

Nothing herein contained shall be deemed to be a waiver by JLA of its statutory lien to rent. The remedies, rights, and privileges of JLA in case of default of Lessee as set forth above shall not be exclusive and in addition thereto JLA may also exercise and enforce all rights available in law or equity that it may otherwise have as a result of any default by Lessee.

XII. RIGHT OF ENTRY

JLA and its designated agents shall have the right to enter and inspect the reservation areas or Lessee's performance under the reservation contract at any time during the reservation term. JLA further reserves the right to itself and third parties with whom JLA has a contractual relationship to enter the reservation area(s) at any time during the reservation

term to perform required services. JLA shall use reasonable efforts to minimize interference with Lessee's event and use of the reservation area(s).

XIII. CANCELLATION

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.

XIV. DEFAULT

In the event of a breach by Lessee of any provision of this reservation contract, JLA shall have the right to refuse to allow Lessee to take possession of the reservation area(s) and premises or, if Lessee is already in possession, to stop and prohibit all activities of Lessee in the reservation area(s) and premises and to remove Lessee there from. JLA, its directors, officers, members, employees, servants and agents shall not be responsible for taking any action authorized under this paragraph.

XV. FORCE MAJEURE

In the event that JLA HQ or any portion thereof is destroyed or damaged by fire, the elements, mob, riot, war, terrorism, civil commotion, strike or labor disputes, act of God, or any other event beyond the control of JLA, or in the event that any part of JLA HQ or the reservation area is made impracticable or impractical for use for any reason, JLA may at its discretion terminate this reservation contract. In the event of termination under this Section, JLA shall return to Lessee all fees and deposits made in accordance with the terms of the reservation contract. Payment of these sums shall be the sole remedy of Lessee in the event of termination under this Section, and Lessee expressly waives any claim for damage or compensation should the agreement be terminated pursuant to this Section.

XVI. ASSIGNMENT AND SUBLETTING

Lessee shall not assign this reservation contract or sublease or sublet the reserved area(s) or premises in whole or in part.

XVII. ATTORNEYS' FEES

If any legal action is taken to enforce any covenant of this reservation contract or for the breach of this reservation contract or any term contained herein, the prevailing party shall be entitled to reimbursement of all costs and reasonable attorneys' fees incurred by the prevailing party, whether or not suit is filed.

XVIII. GOVERNING LAW AND FORUM

This contract shall be governed and construed under the laws of the State of Louisiana.

XIX. ENTIRE CONTRACT

This reservation contract is a complete expression of the agreement between the parties for the subject set forth herein, and there are no promises, representations or inducements other than those specifically provided herein. This reservation contract may not be modified, except by a written request signed by both parties.

IN WITNESS WHEREOF, the parties hereto have individually executed this Reservation Contract as of the day and year first above written.

LESSEE

Date

President, Junior League of Alexandria

Date