



lospaloma.com

Los Paloma Properties LLC

LOS PALOMA SPORTING RANGE AND EVENT CENTER

VENUE RENTAL TERMS AND CONDITIONS

WEDDINGS

- No smoking inside any building on the property. Due to fire hazard, smoking is only allowed outside. All guests adhere to placing cigarette, cigar or other tobacco products in the buckets provided, not in the parking lot or anywhere on the grounds.
- Fire lanes must remain open at all times. Please be aware that if you block a door or walkway it could prevent someone from exiting during an emergency. Limos and other automobiles, etc., are permitted to park at the entrance only for the final bride/ groom departure. Otherwise, the entrance should be left open. Anyone with a handicap may be dropped off and picked up at the front entrance. Any vehicle left in the fire lane will be towed at owner's expense.
- No vehicles are to be driven on any grass at any time at Los Paloma. A fine of \$150 will be assessed if not complied with.
- No disorderly conduct, illegal or unlawful activity is allowed or tolerated. If such incident occurs, Los Paloma staff has the right to ask you to vacate the premises immediately.
- Adult supervision of all children is required at all times. If not complied with, Los Paloma has the right to ask you to vacate the premises immediately.
- The wedding day: The facility will be open starting at 9:00am for setup of the event. All guests must be gone and the event center cleaned up by 11:00pm of that same day.
- Renter is responsible for picking up trash inside and outside of the building and placing it in the provided trashcans. A charge of \$100 will be applied if not complied with.
- All decorations must come down by 11:00pm on the night of the event.
- The event cost is \$5000.
- For \$800 you can reserve the day prior to the wedding for setup. This time is from 8:00 am until 5:00 pm. This is a non-event day price.
- Once the wedding and/or reception are booked, a rehearsal dinner can be arranged for a discounted price of \$1500 for the day of the rehearsal. This includes the rental of the building from 9am to 11pm, tables (30 tables, 6ft diameter) and chairs (wood folding), setup of tables and chairs, and cleanup.

- There is a \$150 fee for any outside setup. (Chairs for ceremony, reception, etc.)
- All Los Paloma decorations and furniture are to remain in their place and are not to be removed or used in any way other than their intended use.
- No cooking is allowed inside the building. Only food prepping. All cooking is to remain outside in the outdoor cook area.
- All renter's personal belongings must be removed from the facility at the end of the event unless additional time and payment have been arranged ahead of time.
- Los Paloma is not responsible for lost or stolen items belonging to renter or renter's guests that are left at Los Paloma.
- No glitter, confetti, sparklers, artificial flowers, silly string or rice are to be thrown on the property. Artificial flowers can be used for decoration, just not thrown during exit. A fine of \$200 will be billed if not complied with.
- No holes are to be placed in any walls for the hanging of any decorations at Los Paloma. No nails, screws, tacks, or staples are to be used hanging decorations at Los Paloma.
- No tape should be put on the floor at Los Paloma.
- If candles are used at Los Paloma they must be encased. A cloth must be provided and placed under the candle to prevent any wax from dripping on the floor or tablecloths.
- The rental fee includes the cleaning of the facility, however, Los Paloma is not responsible for picking up after each event. Cups, plates, bottles, napkins, etc. are to be put in the provided receptacles.
- Renter is responsible for bringing their own utensils, plates, cups, serving dishes, towels, etc. Los Paloma has a small selection of kitchenware that is available to be rented at an additional cost.
- No vehicles are to be left on the property at the end of the event. Any vehicles left on the property after the event will remain locked behind the gate until a Los Paloma staff returns to the property the next business day. There is no guarantee that the vehicles can be retrieved within any particular amount of time.
- No fireworks are allowed on the property.
- All rentals of tables and chairs are to be made through Los Paloma which are included in the rental price. Any outside rental of additional tables and chairs is the responsibility of the renter. Los Paloma is not responsible for the setup or damage of any additional rental items.
- Los Paloma can provide tablecloths for our tables at an additional fee of \$15 per table. Los Paloma will launder the tablecloths but renter is responsible for damage to tablecloths. We offer black, white, or burgundy tablecloths.
- Rentals from outside rental companies or vendors are your responsibility. All charges incurred and/ or damages are the responsibility of the renter.
- Caterers must sign a catering agreement provided by Los Paloma for use of cooking and kitchen equipment.
- The fee to use the outside cooking equipment is \$250.

- The cooking equipment/ area is to be left as clean as it was found or additional cleaning charges will apply.
- To avoid payment in full, cancellation notice is required within 60 days prior to the scheduled event. Payment is due in full if cancellation is made less than 60 days of scheduled event.
- A 50% deposit is non refundable, non transferable and is due immediately to Los Paloma. A deposit is what secures the date for the event. If payment is received by check, the date will not be reserved until the check clears the bank. All returned checks will be charged a \$35 fee to the renter. Your deposit is applied to your total rental price.
- Renter must pay the remaining balance no later than 10 days prior to event date.
- If renter decides to change the date of the event there will be a fee of \$250.
- Any charges incurred by the renter with Los Paloma in connection with the said event in excess of the anticipated total fee are due within 10 days of the event.
- Renter shall pay for any damages, whether done by renter, its agents, employees, invites, or third party contractors to the facility, guest property, or property of Los Paloma.
- All renters must obtain event insurance for the use of the event center.
- Renter's insurance must be purchased for the day of your event listing Los Paloma Properties as additionally insured.
- Los Paloma, its owners, and employees are not responsible for any personal property damage or bodily injury that occurs while event is being held and/ or during any time that the renter is on the property due to the event being held.
- Renter agrees to allow any photographs taken of the scheduled event/s to be used as advertising. Such advertising may include website, magazines, newspapers, brochures, etc.
- Los Paloma and its owners and staff do not assume any alcohol liability for the event. We require that a licensed and bonded beverage service provider be used for the event. Los Paloma has the right to cut off the distribution of any alcohol at any time during the event at the discretion of Los Paloma management.
- Los Paloma requires that a security service be provided for each event (Bossier Sherriff Department 318-965-2203) Los Paloma can arrange a security service at an additional cost to the renter if notified within 90 days of event.
- Los Paloma has the right to cancel the event if the contract terms are not complied with, payments are not received on time, or reasonable justification for conflict with Los Paloma operations exists.
- Los Paloma is open only for private events and does not maintain regular hours of operation. Please contact Ross Adams, Director of Operations, to schedule a visit or event at Los Paloma. 318.465.7507

- No Party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of power sources.

I understand and agree with all terms and conditions. I understand that Los Paloma has the right to cancel an event at any time if the terms and conditions are not complied with.

Event Date _____

X _____ Date _____

Bride Name

Phone Number

Groom Name

Phone Number
