



lospaloma.com

## LOS PALOMA SPORTING RANGE AND EVENT CENTER VENUE RENTAL TERMS AND CONDITIONS BUILDING RENTAL

- 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 arrival and departure of guests. Otherwise, the entrance should be left open. Anyone with a handicap may be dropped off and picked up at the front entrance.
- 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.
- Adult supervision of all children is required at all times.
- For \$100 per hour, additional time can be arranged and scheduled for your event. This includes time needed for set-up/ breakdown, etc. Additional time must be scheduled and paid for prior to the event. If any event runs past the contracted time, a fee of \$150 per hour will be billed to the renter.
- If you or anyone in your party moves or uses something belonging to Los Paloma, please return it to its original place.
- 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.
- No glitter, confetti, sparklers or artificial flowers are to be thrown on the property. Artificial flowers can be used for decoration, just not thrown during exit. A fine of \$150 will be billed if not complied with.

- Renter is responsible for picking up trash inside and outside of the building and placing it in the provided trashcans. At the end of the night the building should be left like it was at the start of the event.
- No nails or screws are to be used hanging decorations at Los Paloma. Staples, tacks, and tape are permitted but must be taken down at the end of the event.
- If candles are used at Los Paloma, renter must provide a cloth to be 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. 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.
- 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.
- 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.
- 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 not later than 10 days prior to event date.
- Any charges incurred by the renter with Los Paloma in connection with the said event in excess of the anticipated total fee are due the day 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 can be purchased per event through *Hopper Insurance Services* (Kevin R. Hopper 318.322.7343 or [hopperins@bayou.com](mailto:hopperins@bayou.com)) or from an

insurance of your choosing 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.
- If renter decides to change the date of the event there will be a fee of \$150.
- 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 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.
- 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.

X \_\_\_\_\_ Date \_\_\_\_\_

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