Sorrento Community Center

Rules and Regulations

The Town of Sorrento thanks you for choosing this facility for your function. It is the desire of the Town that this facility is kept in the best possible condition so that everyone may enjoy the space, convenience, amenities and overall quality that a facility of this type provides. Please read the following Rules and Regulations carefully before signing this agreement.

Permission for use of the building will only be granted to responsible adults at least 21 years of age. **You MUST provide a copy of your driver's license to be kept on file.** Use of the building will be determined on a first come first—served basis. The Mayor and Council reserve the right to deny any individual, group or organization use of the building for any reason. The Town of Sorrento also reserves the first rights to the use of the facility for Town functions.

The building cannot be rented more than one (1) year in advance.

The Sorrento Community Center is **not available for rent for personal or business events that result in a profit, or that charge a fee for admission** unless the renter is a non-profit organization, as designated by the IRS and can provide a copy of IRS determination letter stating non-profit status.

Renter(s) agree that should the Sorrento Community become designated as a Civil Defense or Red Cross Shelter, it is understood by the Renter(s) that this contract becomes null and void at no expense to the Town of Sorrento. Any rental deposit or rental fees collected by the Town will be refunded to Renter(s) should this happen.

Renter(s) agree to provide a one million ($1,000,000) event liability insurance policy, if alcohol is being served at event. A copy of this policy must be given to the Town Hall on the day that key is picked up. Failure to do so will result in forfeiture of deposit and loss of use of facility. **If alcohol is found present at event and no liability insurance policy was presented, this will result in immediate termination of event and forfeiture of deposit.**

Renter(s) shall not admit to facility a larger number of persons than the capacity listed below as set forth and governed by the Office of the State Fire Marshall.

TOTAL OCCUPANCY 252

Friday, Saturday & Sunday Rental **(up to 12 hrs. rental time)**

$150.00 Deposit & $350 Rental Fee

Monday-Thursday Rental **(up to 4 hrs. rental time)**

$75.00 Deposit & $150.00 Rental Fee

Rental Fee:

*The entire balance must be paid one (1) week prior to date of reservation. If balance is not received on time, reservation will be cancelled by the Town of Sorrento.

Deposit:

*A deposit is required at the time rental agreement is signed. This serves as both a reservation deposit and as a damage deposit for the facility on the time and date stated. If there are no problems or damage and the building is clean (must be left as clean as when you rented it), your deposit will be refunded within 14 days following the event.

Cancellation:

*If renter notifies the Town of Sorrento of a cancellation at least 15 days prior to event, the deposit paid upon application will be refunded. If notice is not furnished within said period, then the deposit shall be forfeited and no refund will be issued.

Reservation Changes:

*Once you have paid the rental fee and deposit and received a receipt, in order to change the date of rental, you **MUST** contact the Town Hall and receive a new receipt with the correct rental date, as long as the new date is available.

Forms of Payment:

*Cash, cashier's check or money order. No personal checks accepted.

Smoking

*The Town of Sorrento facilities are designated non-smoking facilities. This is to be strictly enforced.

SMOKING IS PROHIBITED

Keys:

*Keys must be picked up at Sorrento Town Hall during working hours. Keys will ONLY be issued on the morning of event unless reservation is on Saturday or Sunday, which keys MUST be picked up on Friday, **before** 11:30 AM. Keys MUST be returned on the next working day following the reservation. **Late return of keys may result in forfeiture of deposit. If keys are not picked up during required time, you will automatically forfeit your deposit and use of the building.**

Cleaning:

*The person(s) making the reservation and the payment is the PERSON(S) RESPONSIBLE for the upkeep of the building and grounds until inspected by a Town of Sorrento representative (this includes damages, broken furniture, missing items, returning of keys, cleaning, etc.) The responsible party must make up the difference between the deposit and actual cost of repairs/cleaning. The renter(s) is responsible for setting up the tables and chairs. Following the event, tables, chairs and counters are to be cleaned of all food, paper, decorations, etc. and place where found. ALL FLOORS MUST BE SWEPT AND MOPPED INCLUDING RESTROOMS (AND TOILETS). All trash cans will be lined with a trash bag. If any more bags are needed, it will be the responsibility of the renter(s) to supply them. ALL trash is to be taken out and disposed of in designated receptacle by the renter(s). All cleaning supplies MUST be furnished by the renter(s). **Building must be cleaned before leaving at the end of your event.**

Cleaning Options:

#1: Friday, Saturday & Sunday Renter(s) may choose to have the building cleaned at a cost of $100.00.

#2: Monday-Thursday Renter(s) may choose to have the building cleaned at a cost of $50.00

In this case the renter only needs to clear all tables, chairs, floors, counters, etc. of all food and drink items. All trash is to be taken out and disposed of in designated receptacle. The Town of Sorrento will then be responsible for the cleaning of the building. The Town will retain the above appropriate amount of the total deposit and the renter will be reimbursed the remaining balance, if applicable.

Kitchen:

*ABSOLUTELY NO ALTERNATIVE COOKING DEVICES ARE ALLOWED IN BUILDING, i.e. BAR-B-Q PITS, BOILING OR FRYING CONTAINERS **EXCEPT** FOR ELECTRICAL WARMING DEVICES SUCH AS CROCKPOTS. STOVE IS FOR WARMING ONLY!! Use caution when using kitchen facilities. Turn all burners and oven off when not in use. Cooking appliances should be cleaned by the renter(s) after use.

Decorations:

*No nails, pins or tape shall be used on the walls, doors, tables, chairs, floors or ceiling. If any damage occurs to the WALLS, DOORS, TABLES, CHAIRS, FLOORS OR CEILING (including paint) the DEPOSIT WILL BE FORFEITED and you will be responsible for the repairs. Nothing shall be hung from the ceiling without the supervision of an appointed Town employee. All material that is used to decorate has to be picked up at the end of the event. If you are using someone else to decorate, it is your responsibility to let them know it has to be picked up at the end of your function. **All decorations and materials must be picked up at the end of the function or the deposit will not be refunded.**

***Once the event has ended all air conditioning units need to be set at 78 degrees during warm months or Heating units need to be set at 65 degrees during cold months.**

*Exit doors must not be blocked by furniture or decorations.

*If there are no problems or damage and the building is clean (must be left as clean as when you rented it), your deposit will be refunded, by check, within 14 days following the event.

*Standing on tables and chairs is PROHIBITED!

*Pets are not allowed in the building, except for service animals

*Glass containers are not allowed anywhere on ground/premises.

Decorations cont...:

*Tables and chairs are NOT to be removed from the building.

*Throwing rice, birdseed, confetti and other such items is NOT allowed. Sparklers or other flammable materials are NOT allowed inside of building except for tea light sized candles. **Violation of this policy will automatically result in forfeiture of deposit.**

*The event MUST be stopped at 1:00 AM and cleaned, closed and locked by 2:00 AM.

Sheriff Officer:

*A minimum or one (1) Ascension Parish Sheriff's Office officer must be present for all events where alcohol will be present. It is at the discretion of the Ascension Parish Sheriff's office if they deem additional officers are needed.

*Renter(s) MUST provide the Town of Sorrento proof of payment to APSO on or before the day that key is to be picked up. Failure to do so will result in forfeiture of deposit and use of facility.

*If renter(s) do not have a Sherriff Officer present, any alcoholic beverages found at event, regardless of consumption or source, will result in the immediate termination of event and forfeiture of deposit.

Discounts:

*A 50 % discount shall apply to non-profit and Town co-sponsored public events. No event shall be free unless sponsored by the Town of Sorrento.

*A 50 % discount shall apply to Federal/State/Parish/Local Government Agencies for official public use of the building. The Mayor has the right to waive rental fee as his discretion.

*Any of the mentioned discounts must be approved by the Town of Sorrento. Political campaign events shall not be discounted.

Additional Rules for Minor Activities

1. An Adult (21 years or older) MUST rent building and be responsible.
2. Chaperon's MUST present a copy of their driver's license to be kept on file.
3. One (1) Sheriff's Officer MUST be hired to ensure peace and protection.
4. There MUST be at least TWO (2) chaperons who MUST NOT be less than twenty-one (21) years of age, and who will agree to be present at all times during the event. Said chaperons MUST sign the contract agreement, and will be responsible for complying with all Rules and Guidelines.
5. NO ALCOHOLIC BEVERGAGES inside or outside of building
6. NO TOBACCO in any form by minors allowed on property
7. Sufficient lighting MUST be provided in the building at all times for monitoring By the chaperons and sheriff's officer. This violation can result in closing event.

CHAPERON INFORMATION

Chaperon #1:

Name: _____

Address: _____

Cell Phone: _____

Chaperon #2:

Name: _____

Address: _____

Cell Phone: _____

Town of Sorrento

Rental Agreement for

Sorrento Community Center

APPLICATION DATE:_____ **FUNCTION DATE:**_____

TYPE OF FUNCTION:_____ **WILL ALCOHOL BE PRESENT?**_____

HOURS:_____**AM/PM** **UNTIL**_____**AM/PM**

NAME OF RENTER(S):_____

ADDRESS_____

CITY:_____ **STATE:**_____ **ZIP:**_____

RENTER(S) PHONE NO.:_____ **RENTER(S) CELL PHONE NO:**_____

ALTERNATE CONTACT PERSON:_____**ALT. PHONE NO:**_____

I/We agree to rent the above facility from the Town of Sorrento and understand and accept all responsibilities as detailed. A list of Rules and Guidelines are provided for my review. I/We further understand that the fees are subject to change without notice and that the Town of Sorrento, with 30 days notice, can cancel the event. Upon signature below, the renter(s) agrees to hold the Town of Sorrento harmless from any injury or liability arising out of the use of the Community Center facility. The renter(s) also agrees he/she has and understands the Rules and Regulatons and accepts full responsibility to strictly enforce all regulations. Refunds/cancellations require a 15-day notice to the Town. Violation(s) of the Rules and Regulations shall serve as just cause for the Town to cancel the event while in progress without a refund.

Renter's Signature:_____

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OFFICE USE ONLY

DEPOSIT RECEIPT

DEPOSIT (Reservation and Damage): $_____ DATE PAID:_____
DUE AT TIME RESERVATION IS MADE

RENTAL FEE BALANCE DUE: $_____ DATE RENTAL FEE IS DUE:_____

_____

TOWN REPRESENTATIVE

_____

DATE