



11936 Ferdinand * P.O. Box 400 * St. Francisville, LA 70775
Phone (225) 635-3688 * Fax (225) 635-6984 * email: lwalsh@townofstf.com

RENTAL FEES FOR USE OF PARKER PARK

- 1) **LEVEL A – Children’s parties** - -Rental Fee: \$50.00+ Restroom Key Deposit
 - a) Use of Gazebo, picnic tables, and restrooms
 - b) Limit- 20 attendees
 - c) 2 hours or less

- 2) **LEVEL B – Small Private Events/Parties** – Rental Fee \$100.00 + Damage and Restroom Key Deposits
i.e.: small gatherings, wedding ceremonies only
 - a) Under 50 attendees.
 - b) 1-3 hours or less including set-up and breakdown time
 - c) Use of restrooms

- 3) **LEVEL C - West Feliciana Parish Public Non- Profit Events-** Damage and Restroom Key Deposits Only
 - a) Use requires approval by Town Council
 - b) Must provide 501C3 status
 - c) Must reserve 6 months prior to event
 - d) A COI (Certificate of Insurance)

DAMAGE COMPLIANCE DEPOSIT- Applied to ALL LEVELS: \$100.00

Once an inspection of the park is completed after the event and all components of the rental fee agreement are met, the damage/ compliance deposit will be returned within 7 business days.

RESTROOM KEY DEPOSIT- Applied to ALL LEVELS: \$50.00

The restroom key can be picked up at the Town Hall one day prior to the event. **TOWN HALL IS OPEN MONDAY-THURSDAY – 8:00 AM UNTIL 5:00 PM. FRIDAY- 8:00 AM-12:00 PM.** You will be responsible for locking the restrooms after the event and returning the key to Town Hall the following business day or you may drop the key in the night drop at Town Hall. Your deposit will be returned within 7 business days.

****Your activity in Parker Park will be monitored by the St. Francisville Police Department, the event can be shut down and/or the deposit will be forfeited.****

A COI (Certificate of Insurance) is required for LEVEL C:

Evidencing insurance coverage of the following types and amounts as determined by the TOSTF. On each policy, the TOSTF will be named as an additional insured. For Commercial Vendors and/or Individuals, Organizations and Associations utilizing the services or products of a Commercial Vendor, they will provide a Commercial General Liability Insurance Policy (CGL). This policy shall include coverage at least as broad as set forth in Insurance Services Office. Commercial General Liability coverage with policy limits not less than the following: \$1,000,000 each occurrence (combined single limit) and \$1,000,000 for personal injury liability.

Initial Here: _____

Date: _____

AVAILABLE SERVICES:

- 1) Electricity (located along the sidewalks and Gazebo)
- 2) Water (one spigot on tree by monument)
- 3) Parking (off street only along Commerce St and/or Burnett Rd)

PARKER PARK RENTAL RULES:

ALL EVENTS MUST END NO LATER THAN 9:00PM, WITH CLEAN UP COMPLETED BY 10:00PM.

Use and/or Rental of Parker Park DOES NOT include the use of and/or parking at any part of the property of adjacent buildings and businesses.

- **NO VEHICLES ALLOWED ON THE GROUNDS.**
- NO LOUD MUSIC AFTER DARK
- ALCOHOL IS ONLY ALLOWED WITH A SPECIAL USE PERMIT FROM THE ATF BOARD AND TOWN COUNCIL APPROVAL
- NO OPEN FIRES ALLOWED. Cookouts contained pits only.
- ALL TRASH MUST BE REMOVED AFTER THE ACTIVITIES.
- NO SKATEBOARDS ALLOWED.
- NO PRIVATE POLITICAL FUNCTIONS ALLOWED. POLITICAL FUNCTIONS ARE ALLOWED ONLY IF CONDUCTED BY A GROUP FOR ALL CANDIDATES.
- NO PRIVATE FOR-PROFIT EVENTS ARE ALLOWED.
- NO LIVESTOCK ALLOWED
- TENTS CANNOT BE STAKED INTO THE GROUND; WEIGHTS NEED TO BE USED
- NO FIREARMS ALLOWED
- NO FIREWORKS ALLOWED

The Applicant shall defend, indemnify and hold harmless the Town of St. Francisville, any employees, officers or agents of the Town of St. Francisville, including but not limited to the Town of St. Francisville Police Department and its employees, from any and all claims, demands, damages, costs, expenses, judgments, attorneys fees, liabilities, or other losses that may be asserted by any person or entity, including applicant, that arise out of or in connection with the event anticipated in this agreement. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the Town of St. Francisville, and/or its employees, officers or agents.

◇ I agree with the above-listed terms and conditions for the use of Parker Park.

Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Application to Reserve Parker Memorial Park

Application Information

Applicant (Contact) Name: _____
Address _____
Email Address: _____
Phone/Cell: _____

Event Information:

Date of Event: _____ Anticipated Attendance: _____
Start Time: _____ AM/PM End Time: _____ AM/PM

Type of Event:
 Level A Level B Level C

Brief Description of Event:

Equipment Set Up: (The Town does not provide or rent any equipment)

Tables how many _____ location _____
Chairs how many _____ location _____
Tents how many _____ location _____

Please return the completed application with your \$50.00 Restroom Key Deposit (for all events) and \$100.00 deposit for Levels B and C.

Level C: All deposits, COI (Certificate of Insurance) and Liquor Permits and License must be remitted and on file with the Town of St. Francisville, no later than 45 days prior to your event.

Initials: _____ Date: _____

For Office Use Only:

Restroom Deposit Received: Cash Check# Returned: _____
Damage Deposit Received: Cash Check # Returned: _____
Certificate of Insurance: Yes No

Once the application is processed a confirmation will be sent to your email address.

Applicant's Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____