

Facility Use Guidelines

"The Venue", located in St. Amant La, is a rental hall for you to host that special event. "The Venue" has a large open floor plan that is ideal for large or small gatherings such as weddings or parties. You can bring your own food, decorators, photographers, and music. We specialize in providing you with a location for you to hold your special event.

All tours, bookings and visitors are by appointment. Appointments can be made by calling (225) 644-4419 Monday through Friday from 9:00 a.m. to 3:00 p.m. After hour and weekends we can be reached by calling (225) 413-6906 or (225) 202-3240 or (225) 413-6907.

"The Venue" is available for the following events and parties:

- Wedding and Receptions
- Graduation Parties
- Engagement Parties
- Bridal and Baby Showers
- Holiday Parties
- Dinner Parties
- Class Reunions
- Family Reunions
- Special Occasions
- Business or Family Parties
- Award Banquets
- Social Club Meetings
- Classes or Workshops
- .-Memorial services - - **AND MORE**

Rental of The Venues provides features such as:

- four different sized halls available
- Capacity up to 400 plus people
- Commercial kitchen (Ice machine available only in The Venue and The Grande venue.)
- Tables and chairs included in rental
- Linens and Table Centerpieces are available for rent at additional cost
- Stage in The Venue and Grande Venue only.
- Black Pub tables available for rent.
- Dumpster provided for disposal of all food and trash (**located near the front of parking lot**)
- Featuring Decorative New Orleans style setting with stained scored concrete floors
- 24 hour alarm and surveillance camera
- Large concrete parking lot

1. All renters of the facility shall be required to sign a rental agreement, pay deposit and rental prior to using such facilities and grounds.
2. The person signing the rental agreement must be at least twenty-one (21) years of age and an authorized representative of the organization.
3. All buildings are "**non-smoking**" facilities. Smoking is prohibited inside any buildings. All users must comply with current smoking laws.
4. **Decorations must not be attached to the buildings by using nails, staples, tacks or cellophane tape. Masking tape, Rice, confetti, glitter, gum, silly string and fog machines are not allowed inside the facilities.**
5. If any provision of this Rental Agreement is violated, the renter shall forfeit the entire deposit.

6. Everything brought into the building or onto the grounds by user (food, beverages, decorations and trash) must be removed at the conclusion of the event.
7. Youth groups must have **adult chaperones** present.
8. **The renter will be allowed into the venue the morning of the event at 8:00 a.m. The Venue must be vacant and empty by 2:00 a.m. the following morning**
9. A dumpster is provided for disposal of all food and trash. It is the renter's responsibility to make sure all trash and debris inside and outside of the building(including parking lot) has been discarded. All your responsibilities must be completed before you leave the building.
10. Banquet hall rental prices include hall, tables and chairs only. Table skirting, and table and chair set up are not included in price. Table linens and center pieces are available for additional cost.
11. The key to the facility may be picked up on day of rental and returned the next business day unless other arrangements are made with management.
12. **Damage:** The Renting Party is responsible, and upon demand shall pay St. Amant Decorating, L.L.C. for any and all damage to the Hall that arises from or is related to the Renting Party's rental of the Hall. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property or asset owned by St. Amant Decorating, L.L.C.
13. **Indemnity:** The Renting Party shall indemnify, defend, and hold harmless "The Venue", St. Amant Decorating LLC and its officers and members against any and all demands, causes of action, or any other claims made against "The Venue", St. Amant Decorating Center, or its officers and members arising out of or related to the Renting Party's rental of the Hall.
14. **Compliance with Laws:** The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.
15. **Alcoholic Beverages:** If the Renting Party intends to sell alcohol at its event, it shall obtain any licenses or permits required under applicable laws and regulations to do so and provide "The Venue" with copies of any such licenses or permits five (5) days prior to the Rental Period. No alcoholic beverages are to be consumed outside the Hall.
16. **Entire Understanding:** The Parties agree that this Agreement contains the entire understanding between them and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings or agreements whatsoever between them, except as contained herein. This Agreement cancels, annuls, and invalidates any and all prior agreements between Parties, whether verbal or written, regarding the rental of the Hall.
17. **Modifications:** This Agreement may not be modified or amended except through an express written agreement signed by the Parties.

- 18. **Governing Law:** This Agreement shall be governed by the laws of the State of Louisiana. The Parties agree that, if any provision of this Agreement is held to be invalid or unenforceable, all of the other provisions shall, nevertheless, continue in full force and effect.
- 19. **Binding Effect:** This Agreement shall be binding upon the Parties, their heirs, representatives or assigns.
- 20. **Deposits** will be refunded on the following business day after the key is returned and the hall is inspected for damages. Failure to comply with the "Before You Leave" checklist will forfeit your whole deposit.

Facility Fees

“The Venue” Banquet Hall Rooms www.thevenuehall.com

The Grande Venue

This is our largest venue. This hall is 6250 sq. ft. and is equipped with kitchen facilities. Maximum occupancy is five hundred (400) people. Rental includes (28) 60" Round Tables and (8) 6 ft. long tables and 300 chairs.

Daily Rate: Sunday - Saturday (12 hours)-----\$2000.00
 \$1000.00 Deposit Required

The Venue

The hall is 5000 sq. ft. and is equipped with kitchen facilities. Maximum occupancy is three hundred (300) people. Rental includes(15) 60" Round Tables and (13) 6 ft. long tables and 192 chairs.

Daily Rate: Sunday - Saturday (12 hours)-----\$1500.00
 \$800.00 Deposit Required

The Venue #2

This is a smaller hall. This hall is 1250 sq. ft. and is equipped with kitchen facilities. Maximum occupancy is one hundred (100) people. Rental includes (10) 6 ft. long tables and 64 chairs.

Daily Rate: Sunday - Saturday (12 hours)-----\$400.00
 \$200.00 Deposit Required

The Venue #4

This is a medium hall.. This hall is 2500 ft. and is equipped with kitchen facilities. Maximum occupancy is two hundred (200) people. Rental includes (10) 60" Round Tables and (5) 6 ft. long Tables and 120 chairs.

Daily Rate: Sunday – Saturday (12) hours-----\$800.00
 \$400.00 Deposit Required

TO DO LIST BEFORE YOU LEAVE

1. Gather all trash in the building and the parking lot - Bring to the dumpster.
2. Remove everything you brought in.
3. Wipe all tables and chairs then put tables and chairs back in the racks.
4. Return air condition units to 72 degrees for when cold and 69 degrees for when hot.
5. Turn off gas valve on the bottle outside by back door. (The Venue, The Grande only.)
6. Lock the door when leaving.
7. If you move any curtains, doors or plants, please return them to their original location.
8. Make sure chalk board sign is put back in building before leaving.

Decorations must not be attached to the buildings by using nails, staples, tacks or cellophane tape. Masking tape, Rice, confetti, glitter, gum, silly string and fog machines are not allowed inside the facilities.

Failure to follow the above rules will Forfeit your whole deposit.
Thank You for your business!!

Please drop off our key in the drop box at our office before leaving!