

**MONROE PARKS AND RECREATION
RESERVATION AGREEMENT FOR PARKS**

For Chennault Park Call (318) 329-2454

**FOR FORSYTHE & OTHER PARKS CALL (318) 329-2443 or 329- 2439 Fax (318) 329-2888
IN CASE OF EMERGENCY REGARDING SEWER OR WATER ISSUES-CALL 366-5163**

NAME OF PARK: _____
DATE OF EVENT: _____
SHELTER # OR AREA OF PARK RESERVED: _____
NAME OF GROUP OR EVENT: _____
TIME YOU WANT FACILITY: FROM _____ TO _____
DESCRIPTION/TYPE OF EVENT: _____

CONTACT PERSON: _____
ADDRESS: _____
CITY _____ STATE _____ ZIP _____
HOME PHONE: _____ WORK PHONE: _____
CELL PHONE: _____ FAX NUMBER: _____
****REFUNDS WILL BE MAILED TO THE ADDRESS LISTED ABOVE. IF DIFFERENT, PLEASE PROVIDE CORRECT NAME/ADDRESS HERE** _____

ATTENDANCE: APPROXIMATE NUMBER EXPECTED _____
WILL A FEE BE CHARGED TO ATTEND THIS EVENT/ACTIVITY? NO ___ If YES, what is fee? _____
WILL VENDORS SELL PRODUCTS? NO ___ If YES, PLEASE DESCRIBE _____
ARE YOU A NON-PROFIT GROUP? YES ___ NO ___
IF YES, WHO WILL RECEIVE THE PROCEEDS FROM THIS EVENT?
NAME: _____ CONTACT NUMBER: _____
ADDRESS: _____ CITY _____ STATE _____ ZIP _____

RENTAL FEE: \$ _____
CLEAN-UP/DAMAGE DEPOSIT: \$ _____ MONEY ORDER/CASHIER OR CERTIFIEDCHECK #: _____
(Note: Deposit should be refunded by mail within 15 business days)
OTHER CHARGES: \$ _____ RECEIPT # _____
TOTAL: \$ _____
*****NO CASH OR PERSONAL CHECKS ACCEPTED*****

CHECKLIST: HOLD HARMLESS AGREEMENT _____ CERTIFICATE OF INS. (naming City of Monroe as an additional insured) _____, EVENT PERMIT (MONROE POLICE DEPT.) _____ OR OTHER REQUIRED PERMITS _____

SIGNATURE OF PERSON RESPONSIBLE FOR THIS ACTIVITY: _____
CONTACT PHONE NUMBERS: HOME: _____ WORK: _____ CELL: _____
PARKS AND RECREATION REPRESENTATIVE SIGNATURE: _____
DATE: _____

Please use this space to further describe your event, if needed:

PLEASE LIST OR CHECK ANY SPECIAL NEEDS YOU MAY HAVE FOR THIS EVENT

		Renter Must Provide	City Will Provide at a Charge of:		Total Owed to City
1	Electrical Needs				
2	Extension Cords				
3	Extra Tables				
4	Extra Trash Cans				
5	Fans				
6	Extra Port-a-Johns				
7	Barbecue Pits				

	POSSIBLE VENDORS	PRODUCT DESCRIPTION	CHARGE TO VENDOR	FEE OWED TO CITY
1				
2				
3				
4				
5				
	TOTAL			

PATRON'S SIGNATURE: _____ DATE: _____

MP&R REPRESENTATIVE SIGNATURE: _____ DATE: _____

HOLD HARMLESS AGREEMENT

PARISH OF OUACHITA
STATE OF LOUISIANA

The following person(s) and/or organization agrees to indemnify and hold harmless the CITY OF MONROE and any employee thereof during the use of the below property and amount described below, subject to the terms and conditions as set forth herein.

PROPERTY DESCRIPTION _____

DATE OF USE _____

DESCRIPTION OF EVENT _____

AMOUNT OF DEPOSIT _____ AMOUNT OF RENTAL _____ TOTAL: _____

PERMITTEE/RENTER (PRINT) _____

WITNESSETH

For and in consideration of the sum specified above, the City of Monroe grants the use of the space and/or property as described above.

The CITY OF MONROE shall not be responsible for any loss or damage to machinery, equipment, vehicles paraphernalia, costumes, clothing, scenery, trunks, exhibit materials, musical instruments or any other items belonging to the patron or organization. Nor shall the CITY OF MONROE be liable for lost due to theft, fire, riot, strikers, acts of God, or any other abuse of whatever nature or kind or from the City of Monroe's ownership of the property listed above.

The Permittee shall not assign or sublet others the property covered by this agreement without the written consent of the CITY OF MONROE.

The Permittee shall be liable: for all damage to buildings, equipment, park equipment and park amenities, and agree to indemnify and hold the City harmless from claim or any legal proceedings arising out of injury or death to any person or damage resulting from the use of the property. For large events, Permittee may be required to furnish an appropriate certificate of insurance in the amount of \$1,000,000 that list the CITY OF MONROE as an "Additional Insured".

In case a suit or action is instituted by the City of Monroe to enforce compliance with this agreement, the City shall be entitled in addition to the costs and disbursements provided by statute to such additional sum in lawful money of the United States as the court may adjudge reasonable for legal fees.

The City of Monroe may terminate any grant of space to the Permittee if use of the property shall in any way conflict with Federal, State or Local Laws, or if the occupancy shall operate to discredit the City of Monroe.

Any misrepresentation in obtaining this permit shall be grounds for immediate cancellation of the event without further recourse on the part of the Permittee.

All requirements concerning crowd and traffic control, sanitation and electrical requirements, gate charges and suitable parking areas or other special needs of the function MUST BE MET BEFORE FINAL APPROVAL.

The Permittee further agrees, for clarification, that in the event of accident or any other event which causes injury to persons or property or due to the event specified above, the Permittee shall hold harmless and indemnify the CITY OF MONROE and any employees thereof against any and all legal claims arising out of the Permittee's use of the property listed above..

PERMITTEE/RENTER'S SIGNATURE _____

DATE _____