



The Junior League of Greater Covington

529 N. Columbia Street
Covington, LA 70433

recording@jlgc.net

president@jlgc.net

Greetings to all!

Thank you for choosing the Junior League of Greater Covington (JLGC) for your event space. We are proud of our charming Dogwood Cottage that has been our headquarters since 2004. All funds raised through Dogwood Cottage rentals goes toward supporting JLGC and its community-based programs.

Please review the questionnaire below and the attached rental agreement. Return both items with your information and signature through AdobeSign. Additional venue questions can be addressed by our Recording Secretary at recording@jlgc.net or the President at president@jlgc.net

We appreciate your business and look forward to working with you in the future.

1.) *How did you hear about the Junior League of Greater Covington-Dogwood Cottage?*

- Through a friend or relative
- Through a Junior League Member
- Online by Google Search
- Online by Social Media outlet
- Through a wedding planner
- Other: _____

2.) *What swayed you to chose our location?*

- The location of the building
- The competitive pricing
- The layout of the building
- The occupancy of the space
- The style of the building
- Other: _____



529 N. Columbia Street
Covington, LA 70433

RENTAL AGREEMENT

Lessee's Name _____

Company _____

Address _____ City _____ State _____ Zip _____

Daytime Phone # _____ Evening Phone # _____ Email Address _____

This Rental Agreement ("Agreement") is made this _____ day of _____, 20____, between the Junior League of Greater Covington, hereinafter called the Lessor, and the Lessee listed above.

Event Date: _____

Setup: _____ to _____ a.m./p.m.

Event Begins: _____ a.m./p.m.

Event Ends: _____ a.m./p.m.

Clean Up: _____ a.m./p.m.

Total Hours Rented: _____

- Rented Premises:** Lessee agrees to occupy only the areas set forth herein this Agreement. If Lessee occupies any areas in addition to that set forth herein, Lessor, in its sole and absolute discretion may cancel this Agreement and use the deposit to cover a rental fee of those areas not covered by this Agreement, or charge a rental fee, cleaning fee, security fee, and all other applicable charges for occupying other areas of the premises, or both.
- Rental Charge:** Lessee agrees to pay Lessor a rental fee of **\$400** and such other charges as may be applicable per rental in accordance with the Rental Rate Schedule attached hereto as Exhibit A and incorporated herein by reference.
- Deposit:** A deposit of **\$100** is due at the time this Agreement is executed by the Lessor's representative and Lessee. Lessor may use the deposit to cover any damages, excessive janitorial expenses, or any other fees, including payment of security and fire false alarm fees that may be necessary following Lessee's rentals at the sole and absolute discretion of Lessor. The deposit will be maintained by the Lessor throughout this entire Agreement. This deposit is nonrefundable if the Lessee cancels this Agreement except as provided in paragraph 4. Of the deposit, \$50 will be automatically secured toward a mandatory cleaning fee. If the deposit is not needed other than as specified, it will be refunded within thirty (30) days of the final rental under this Agreement. **The deposit is due at the time that this Agreement is executed by Lessor and Lessee.**
- Prepayment of Rental Fee:** A full rental fee (in addition to the deposit being held in reserve) is due two (2) weeks prior to the rental event date, *i.e.*, on or before _____. If the full fee is not received by this date, then this Agreement will be considered null and void, and the FULL deposit will be forfeited. If the Lessee requests to cancel the agreement two (2) weeks prior to the event rental date, *i.e.*, on or before _____, the deposit will be returned sans \$25.00, which JLGC will collect as a donation for the administrative time to prepare the rental agreement for Lessee. If the Lessee cancels the event within 48 hours prior to the event date after payment of the full fee, the entire rental fee will be forfeited, but the full deposit will be returned to the Lessee within 30 days of cancellation. **Initials.**



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- 5. Security:** Lessor does not guarantee the security of the Lessee, Lessee's guests, or Lessee's equipment, merchandise, etc. at any time. **LESSEE AGREES TO INDEMNIFY AND HOLD LESSOR HARMLESS FROM ANY CLAIM, DEMANDS, DAMAGES, OR LIABILITY ARISING FROM THE ACTIONS OR INACTIONS OF ANY SECURITY GUARD PROVIDED.** Lessor reserves the right to require a security guard (s) for any event in the sole and absolute discretion of the Lessor.
- Initials.**
- 6. Food and/or Drink:** All serving of food or drink must be pre-approved by the Lessor's Rental Manager or other designated representative. Only precooked/prepared food may be used at Dogwood Cottage. Use of the kitchen stovetop and oven are strictly prohibited. **Additional rules and policies pertaining to food, beverages, and alcohol use is outlined in Exhibit B and strictly enforced.**
- 7. Use of Premises:** Lessee agrees to use the leased premises for the purpose of _____ and for no other purpose without the prior written consent of the Lessor. Lessee agrees that at the expiration of the rental term stated above, or any extension thereof, peaceable possession of the premises shall be returned to Lessor in as good a condition as when Lessee takes possession. Lessee agrees to abide by the JLGC Building Rental Rules, attached hereto as Exhibit B and incorporated herein by reference. Lessee also agrees to adhere to the capacity guidelines of no more than 45 people seated. Lessee is responsible for any damages to the premises, including any damages or citations resulting from a failure to comply with the capacity limits.
- 8. Utilities and Repairs:** Lessor shall take all reasonable steps to attempt to furnish heating, cooling, water, and power, keep the premises in good repair, and maintain the premises in the condition, quality, and class equal to its condition on the date of execution of this Agreement. If, in the sole and absolute discretion of Lessor, the premises are not in a condition suitable for the event, the Lessor may cancel the event and refund the rental fee and deposit to Lessee. If Lessor cancels an event for this reason, the Lessee's sole and absolute remedy is the refund of the rental fee and deposit. Lessee shall hold Lessor harmless for any and all other damages, costs, or liability arising from the cancellation of the event.
- 9. Default:** Lessee shall be in default under the provisions of this Agreement upon the happening of any of the following events or conditions:
- A. Failure to pay any amount that becomes due under this Agreement;
 - B. Should the Lessee become insolvent, or become bankrupt, either voluntary or involuntary, or make any assignment for the benefit of creditors, or if a receiver be appointed for the benefit of Lessee's creditors, or if a receiver be appointed for Lessee to take charge of and manage Lessee's affairs, or if any levy of execution against the Lessee remains unsatisfied for a period of ten days from and after the levy of the same; and
 - C. Breach of any of the agreements, covenants, or representations herein, including all attachments.
 - D. Failure to acquire necessary event insurance as outlined in section 12.
- 10. Remedies in the Event of Default:** In the event of a default by Lessee, during the term hereof, Lessor may, at Lessor's option:
- a. Retain deposit as liquidated damages;
 - b. Retain the full rental fee;
 - c. Collect a late payment fee of 10% per week or any part thereof that rental is past-due plus interest at ten and one-quarter percent (10.25%) or the highest rate allowed by law whichever less;



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- d. Accelerate all rental fees causing all rental fees to become immediately due and payable; or
 - e. Declare this Agreement thereupon terminated.

No delay in or failure to exercise any of the options herein granted to Lessor by reason of a default shall be a waiver thereof, and the waiver on one occasion of a default shall not be deemed a waiver of Lessor's right to exercise its remedies by reason of the same or a similar default at any later occasion. All rights and remedies under this Agreement are cumulative, and the exercise by Lessor of one remedy shall not preclude the exercise of any other remedy at law, equity, or under the terms of this Agreement.

- 11. Indemnification by Lessee:** By signing this Agreement, and by using the premises, whether or not this Agreement is properly signed or signed by an authorized person, Lessee hereby agrees to indemnify the Lessor and hold the Lessor harmless against and with respect to any damage, liability, deficiency, loss, cost, expense or claim arising out of or resulting from:
- a. Any breach by Lessee of any representation, warranty or covenant of Lessee stated herein or in any written instrument delivered by Lessor to the Lessee;
 - b. The non-fulfillment of any agreement or undertaking of Lessee contained in this Agreement;
 - c. Any damage to persons or property or loss occurring in connection with or as a result of the use of the premises by Lessee; and/or
 - d. All reasonable costs and expenses (including reasonable attorney's fees) incurred by the Lessor in connection with any action, suit proceeding, demand, assessment or judgment related to the enforcement of this Agreement, incident to any of the matters indemnified against in this Agreement and/or otherwise related to Lessee's use of the premises.

- 12. Insurance:** Each party shall be responsible for all insurance on its own property. Lessee must provide a copy of its event insurance with \$1,000,000 in liability insurance **one week prior** to the scheduled event. The Junior League of Greater Covington must be named as a certificate holder of the policy and listed as an additional insured on the policy. Professional Meetings without alcohol may have event insurance waived. Insurance can be purchased directly with the authorized broker attached in Exhibit B. **Initial.**

- 13. Common Areas:** All common areas that Lessor provides shall be for the joint use of Lessor, Lessee, and guests of Lessee. The use of common areas shall be subject to reasonable regulations or limitation as Lessor shall make or require from time to time.

- 14. Other Conditions/Obligations:** It is further agreed between the parties herein as follows:
- a. The Lessee shall pay for all damages to any part of the described premises or other areas of the building occurring through the actions or negligence of the Lessee, its agents, employees, or guests. This includes any damages done to walls, floors, light fixtures, etc. by members of the party, guests, or vendors associated with the event will be charge to the Lessee. In the vent a dispute arises as to the responsibility for any damage, Lessors, in its sole and absolute discretion, shall apportion the costs of repairing such damage to the Lessee or Lessees who had access to the premises and are more than likely to have caused the damage.
 - b. The Lessee shall be responsible for the collection of trash in suitable trash bags or other containers and shall deposit such trash bags or other containers in the place designate by the Lessor.
 - c. Lessee shall exonerate, protect, and indemnify Lessor from and against any and all losses, claims, and actions that arises and grow out of any injury to or death of person, and damage to property, in or upon the portion of the premises used by the Lessee, expect losses, claims or actions arising out of negligent acts or omissions of the Lessor, or its representatives.



d. Any band, musical group or other third party contracted by the Lessee must remove all its equipment, sound systems, and/or instruments from the building during the Lessee's check-out time. If this is impossible, then prior arrangements in writing must be made with the Lessor's Event Manager for the removal of its items at a time and date when the building is routinely open for the transaction of its business. **Use of fog machines is strictly prohibited.** _____ **Initials.**

15. **Binding Effect:** This Agreement shall be binding upon the parties hereto and upon their personal representatives, heirs, successors, and assigns, and it shall be governed under the laws of the State of Louisiana.

16. **Complete Agreement:** This Agreement, the attached rental fee schedule, JLGC Building Rental Rules, and capacity limits constitute the entire understanding of the parties, and such understanding may not be modified or terminated except in writing signed by both parties. _____ **Initials.**

17. **Assignment/Sublease:** Lessee shall not assign this Agreement or sublet any portion of the premises without the prior written consent of the Event Manager, signed by the President. Any assignment of this Agreement or sublease of the premises shall not release the Lessee from liability for any of the provisions contained herein.

18. **Arbitration:** Any dispute or controversy between the parties arising out of or otherwise relating to this Agreement shall be settled by arbitration to be held in Covington, LA in accordance with the rules then in effect of the American Arbitration Association or its successor. The arbitrator may grant injunctions or other relief in such dispute or controversy, and the decision of the arbitrator shall be final, conclusive, and binding on the parties to the arbitration. Judgment may be entered on the arbitrator's decision in any court having jurisdiction, and the parties irrevocably consent to the jurisdiction of the state courts of Louisiana in St. Tammany Parrish for this purpose. This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with the laws of the State of Louisiana.

19. The Lessor reserves the right to refuse rental for any reason.

20. **Unenforceable Provisions:** If any one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect under the law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

So forth signed:

Lessor: **Junior League of Greater Covington**

Lessee: _____

Signature of Lessor's Representative (*President*)

Signature of Lessee's Representative

Printed Name of Lessor's Representative

Printed Name of Lessee's Representative

Date: _____

Date: _____



DOGWOOD COTTAGE RENTAL RATES

Event must take place between 9am and 10pm

Rental Space: Open Space on Main Level (Great Room), Kitchen, two bathrooms,
and front & back foyers.

Rental Rate: \$400/ 4 event hours. An additional 1 hours for set-up and 1-hour for clean-up is permitted. An additional fee of \$100 per 30 minutes over the additional 1-hour clean-up time will be enforced.

*****Access to Board Rooms, Indoor Stairway, the Second Floor, and back Storage area off Kitchen Space is STRICTLY Prohibited.***

Rental Includes:

- Table and chair setup and post-event cleaning/ building reset.
 - Linens are not included in your rental
- 45 metal chairs
- 4 round tables (each table seats 4-6 people)
- 5 six-foot rectangular tables
- 3 four-foot rectangular tables
- Podium
- Bluetooth speaker and hand-held microphone
- Wireless microphones
 - *(Podium, speaker, and microphones must be requested at time of signing Agreement) ***

Discounts: All non-profits and JLGC members are eligible for a 50% discount off rental rate with proof.

- Non-profits must provide a copy of their IRS Determination Letter
 - JLGC membership status must be verified through Digital Cheetah by the Recording Secretary. Members must be in good standing to receive the discount.

Notes:

- Deposits of \$100 is due at the time of booking. The remaining rental payment must be paid within two weeks prior to event date or reservation will be forfeited.
- JLGC does not provide staff for events.
- *Rates for New Year's Day and New Year's Eve will be higher rates than quoted above.*
- Facilities must be vacated by the end time as indicated in the Agreement. An additional fee will be charged for events extending over 30 minutes beyond the scheduled ending time. *For each additional 30 minutes over the contracted times outlined in the Agreement will result in a \$100 fine/30 minutes.*



Exhibit B – Dogwood Cottage Building Rental Rules

AGREEMENT

1. No verbal agreements will be honored. Any addendum to the Agreement must be made in writing, signed by both Lessee and Lessor.
2. The Rental Agreement must be executed by the Lessor and Lessee AND the deposit received to reserve a date. No date will be held without the executed Rental Agreement and the deposit.
3. Lessee is responsible for his/her guests, employees and agents and their observance of all rules and regulations specified by the Lessor.
4. Not abiding by the JLGC Building Rental Rules could result in loss of some or all the deposit, at the discretion of the Lessor.

FACILITY

5. The facility will open and close for Lessee according to the contracted hours in the Agreement for setup, rental time, and breakdown. Unscheduled overtime will be charged at the added fee of \$100/30 minutes specified in Exhibit A.
6. No tables, chairs or any other furniture or equipment shall be dragged across the floors. Lessee will be charged for any damages to the building in an amount to be determined by Lessor.
7. A JLGC representative must be present during the rental set-up/start time by non-members. A walkthrough of the facility will occur to ensure property/facility appearance before and after the event.
8. Smoking is prohibited on the premises. Lessee will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
9. The rental time may not exceed 10pm except on special occasions, e.g., New Year's Eve. Any special occasion exceptions must be agreed upon in writing.
10. No access will be granted to the second floor of Dogwood Cottage nor its exterior stairs leading to the second floor.

DÉCOR

11. Decorations may be attached to the walls, woodwork, or ceilings with tape. No nails, push pins, nor holes can be drilled into doors or walls for decorations. All decorations must be approved in advance by the Event Rental Manager.
12. No candles or flames can be used on premises, except in the use of chaffing dishes used to maintain heated food.

13. No rice, birdseed, bubbles, confetti, glitter, bubble machine, fog machines, haze machines, or sparklers may be used on the premises. This includes the backyard and front steps.
14. The Lessor is not responsible for personal property and equipment brought onto the property by the Lessee and/or his/her agents, employees, or guests.
15. The Lessee is responsible for moving in and removing all equipment and/or other items from the premises.

FOOD / BEVERAGE

16. If alcohol is being sold, the Lessee must possess the appropriate local, state, and /or federal license(s)/permit(s). Copies of permit(s) must be submitted to the Event Rental Manager & Junior League Recording Secretary at least one (1) week in advance. **Failure to provide this information will immediately terminate the Agreement.**
17. The use of alcoholic beverages may occur only in strict compliance applicable local, state, and/or federal laws.
18. The Lessee is required to show proof of liability insurance sufficient to cover any liability, including attorney fees that may arise as a result of the use of alcohol at the event.
19. The Lessee is responsible for purchasing, securing, and removing all alcohol from the facility at the conclusion of the event.
20. No one under the age of twenty-one (21) will be served alcoholic beverages at any event at Dogwood Cottage.
21. Food is permitted to be served on site but must be pre-cooked. The kitchen can be used for food prep and food/beverages can be temporarily stored in fridge/freezer to keep cold. HOWEVER, the kitchen stovetop and oven are strictly prohibited for use at non-JLGC event use.
22. All food and beverages must be removed from Dogwood Cottage at the conclusion of the event. Failure to remove food/beverages will result in forfeit of rental deposit.
23. No beer kegs are allowed on any wooden floors throughout Dogwood Cottage nor the Dogwood Cottage exterior wood patios.

EVENT INSURANCE

24. Event Insurance through Insight Risk Management (IRM) is required to use Dogwood Cottage for social events/parties. Professional Meetings without alcohol may have event insurance waived, but **Lessee agrees to indemnify the Lessor and hold the Lessor harmless for all conditions outlined in the Agreement, item 11.**
25. IRM rates start at \$90 for small events without alcohol, but averages \$100 if there is liquor for a small event. A small event is considered any event between 1 – 100 attendees.
26. IRM representative for all Dogwood Events is Mandy Roberts, mroberts@irmlc.com, phone: 901-202-8676

Initials