



REQUEST FOR RENTAL

200 Greenleaf Dr. ~ Lafayette, LA 70506 ~ 337-981-2364 ~ FAX 337-988-4554 ~ www.acadianvillage.org ~ sales@acadianvillage.org

Thank you for considering Acadian Village for your event. Please complete form and mail, fax or hand deliver back to begin the reservation date. Your request for rental will be approved/denied within 7 business days. If event is approved, you must sign contract and secure date with \$200 Security Deposit. You may visit our facilities Mon.-Fri. 10am-4pm. You may also call to check date availability but please note that NO date is RESERVED until the contract is signed with the \$200 security deposit.

Date Submitted : _____

RENTER INFORMATION

Contact Name & Title: _____

Bride: _____ Groom: _____

Contact Address: _____ City: _____ State: _____ Zip: _____

Day Phone : _____ Alternate Phone _____

Fax : _____ Email: _____

*Pavilion and Stutes Store rentals are for 4 Hours. Chapel rental is for 1 hour. Additional hours may be purchased for \$100 each at contract signing)

EVENT INFORMATION

Date Requested _____ *Expected Begin Time _____

*End Time: _____ Venue Requested: Chapel, Pavilion, Stutes Store, Bridal Dressing Room, Outdoor Wedding, Pavillion Ensemble, Stutes Ensemble

Expected Attendance: _____ Name of Event: _____

Brief Description of Event: _____

COMMERCIAL EVENTS

If event is approved, Business Rentals and Special Events must provide Certificate of Insurance/Special Events Coverage to be approved by LARC's Insurance Department (please see policies for details). Will you be able to provide this? Yes or No

If event is catered, your caterer must provide Certificate of Insurance. Will your caterer be able to provide this? Yes or No

Will alcohol be sold? Yes or No If event is approved, you/caterer must provide a Certificate of Liquor Liability. Will you/caterer be able to provide this? Yes or No Will any food be cooked on-site? Yes or No

Using what equipment? _____

If renting the Stutes Store, will food be warmed in kitchen? Yes of No

FINANCIAL INFORMATION

(To be completed only if admission/merchandise is sold)

Admission Amount: _____ Please List any merchandise to be sold at event: _____

Please note that unless otherwise noted, Renter is responsible for collecting gate admission, selling merchandise, selling food, etc. If you are requesting this assistance from Acadian Village, please put your request in writing and attach to application. Acadian Village does not provide food and/or beverage/alcohol services unless arranged in advance for any type of event. Please be as specific as possible with your request for assistance in arranging food and beverage through Acadian Village.

OFFICE USE ONLY

Approved by Acadian Village/LARC Denied by Acadian Village/LARC

Date/Signed: _____

Date/Signed: _____