

Acadian Village Policies 200 Greenleaf Rd., Lafayette, LA 70506 ~ 337-981-2364

DEPOSIT: If event is cancelled at any time or full rental rate is not paid within **30 day prior to event**, \$200.00 Security Deposit will be retained and event dates will be released. Any additional monies advanced by Renter against rental charge shall be returned. Security Deposit does not apply to the remaining balance and shall be returned within 30 days after the event providing only normal wear and tear to property is visible. Acadian Village shall perform "walk-through" before and after for verification. In the event of an Act of God, (hurricanes, tornados, etc. as determined by Village Management) Acadian Village will move deposit to another date granted Renter contacts Acadian Village within 30 days after event to reschedule or security deposit will be returned. Acadian Village Management has the right to shut down any event deemed necessary (if law enforcement or management should be contacted for excessive drunkenness, angered behavior, etc.) should this happen and attendant is needed to return the following day, a portion of the deposit will be retained – to be decided by Acadian Village Management.

INSURANCE: Business rentals will have to show proof of certificate of liability insurance and property damage with coverage of at least \$1,000,000 with a combined single limit. Insurance must be issued by a company licensed to provide coverage in Louisiana. Acadian Village/LARC, employees of, and volunteers must be named additionally insured. Insurance must be provided at time of contract signature. Please note: Business rentals' insurance or Special Events Coverage if applicable must be approved by Acadian Village/LARC's carrier in order to execute event. Once Renter's insurance is approved, the advancement of the event and its coordination may continue.

NAMED EVENT: Said space shall be used only for the event stated and no other. Renter shall not assign or sub-let any of the space herein rented without prior written consent of Acadian Village Management.

USAGE: Use of above mentioned facilities includes tables, chairs, benches and stage (Pavilion) to be provided by Acadian Village in the normal customary set up. Pavilion tables & benches will not be removed by Acadian Village. If renter removes tables & benches it is their responsibility to replace them as they were or forfeit the Security Deposit. For the Stutes Building; set-up of Acadian Village owned tables and chairs only will be executed as defined by the Renter via diagram given at contract signing. If no diagram is provided within 5 days of event, table & chairs will be responsibility of renter. Event guests are allowed to tour the grounds during hours of operation (10am-4pm)

EVENT DURATION: Includes 4 hour rental of Stutes, Pavilion and Bridal Suite. (NOTE all personal items must be removed from the bridal suite before the wedding) 1 hour rental of the Chapel. Renter and/or Renter's vendors are allowed to set up at the venue on the day of the event only for the stated time period listed above. Set-up is NOT allowed before the day of the event. Renter must vacate the Acadian Village premise by the time allotted above (30 min. after event completion). Additional hours can be purchased at contract signing for \$100/Hour. Additional hours cannot be purchased after contract has been expedited. We do not rent our facilities after midnight.

FOOD & BEVERAGE: Renter is responsible for all cooking and serving of concessions. Food may be prepared on-site behind Pavilion. Beverages contained in glass bottles are NOT allowed on the premise, excluding wine.

ALCOHOL: If using a caterer for alcoholic beverages, the caterer must provide a copy of their Class C permit to the Village one week prior to event. Renter is responsible for all permitting associated with the sale of alcoholic beverages on site.

ICE: Acadian Village rental rates do not include ice. The cooler at Pavilion is available for use at a charge of \$200 – only if renting Pavilion. Village will make arrangements for the cooler to be filled once per event. Renter will be responsible for providing ice thereafter and may have use of cooler. If ice is needed, Renter must notify Acadian Village no later than one week prior to event. Payment must be made prior to the event.

CLEAN UP: All trash must be contained within trash cans. Trash cans must be lined, Acadian Village provides liners. Renter is required to remove all décor, food, and other items brought in for rental event. Stutes rental; clean out the refrigerator, and wipe down all kitchen appliances/surfaces before vacating the premises. Acadian Village does not provide cleaning supplies, washcloths, paper towels, etc. Acadian Village will provide final clean-up which includes mopping floors, storing tables & chairs, and emptying trash bins. Acadian Village/LARC shall not be liable or responsible for any property of the Renter or any person left in the space rented herein or any other portion of Acadian Village.

ATTENDANT: Acadian Village will provide attendant on site. Attendant will enforce rules set forth in this contract and report any infractions to management. Attendant should be alerted to any issues that may hinder the event or damage the building immediately.

ANIMALS: Renter shall not bring, nor permit any person to bring into the space rented, any animal into Acadian Village.

NO SMOKING: Smoking is NOT permitted inside the Stutes Building or underneath the roof of the Pavilion.

PARKING: Renter shall not drive or park any equipment or vehicles on the Pavilion pavement or brick sidewalks. Renter is responsible for guiding guests to parking areas with signage.

DAMAGE: Renter agrees to commit no damage upon the rented space and to maintain and return same in the condition received, reasonable wear and tear accepted. Renter shall make no changes, alterations, modifications or repairs of any nature whatsoever without prior written consent of the Acadian Village Management. This includes taping (that cannot be or is not removed by renter after event), stapling, nailing, etc. on any surface of all rental venues. If damage exceeds \$200 Security Deposit, Renter shall pay the cost of repairing any and all damage done to the space rented herein which occurs during the time Renter is renting said space. Cost of repairing is determined by Acadian Village Management, with said determination being final.

SECURITY: Acadian Village does not provide security. If security is needed it is the renter's responsibility to obtain.

INDEMNIFICATION CLAUSE: Upon inspection and acceptance of the rented space, Renter shall assume full responsibility for the condition thereof and agrees to indemnify and hold Acadian Village/LARC harmless against liability to third parties resulting there from. Renter further agrees to indemnify and hold Acadian Village/LARC harmless against any loss or liability for or on account of any injury (including death) of persons or damage to property, including cost, attorney's fees and expenses incident thereto, arising from Renter's occupancy of the rented space, even if said injury, death or damage occurs in another portion of Acadian Village. Renter further assumes full responsibility for the character, acts and conduct of all persons admitted to the space rented herein or any other portion of Acadian Village by the consent of Renter or by the consent of Renter's employees or any person acting for and on behalf of said Renter. Renter shall, at its expense, supply sufficient personnel to maintain order and protect the property of Acadian Village/LARC, prior to the event.

PHOTOGRAPHY: All events held at Acadian Village are subject to photography/video taping for use in marketing of Village/LARC. Please note that photos and/or videos may be used in Village/LARC commercial spots and/or Village/LARC websites.

PERFORMANCES: All performances must end promptly at midnight in all facilities. All festival attendees, performers, volunteers and staff must vacate the Village premise by 1am.

Any matter not herein expressly provided for shall be within the sole discretion of Acadian Village Management.