

Logtown Plantation  
1463 Logtown Loop Road  
Monroe, LA 71202

**Party Rental Agreement**

**(\$500.00 additional deposit taken at time of booking)**

Package A - \$1,000.00

- 1-50 guests
- 1 Logtown property representative on day of event to help guide Renter
- Party interval shall be up to 2 hours
- Access to facility for setup shall be allowed 2 hours prior to the party and one hour after for clean-up.

Package B - \$2,000.00

- 51-200 guests
- 1 Logtown property representative on day of event to help guide Renter
- Party interval shall be up to 3 hours
- Access to facility for setup shall be allowed 2 hours prior to the party and one hour after for clean-up.

Package C - \$3,000.00

- Over 200 guests
- 1 Logtown property representative on day of event to help guide Renter
- Party interval shall be up to 4 hours
- Access to facility for setup shall be allowed 3 hours prior to the party and one hour after for clean-up.

Payment Information

- Rental Fee is due to reserve your date. Renter will have thirty (30) days grace period to withdraw from the rental contract to receive the full refund of the Party Rental Fee. If renter

withdraws between twenty-nine (29) and fourteen (14) days of the reserved date, renter will be refunded 50% of the Party Rental Fee. If the renter withdraws from the contract under fourteen (14) days of the date of the contracted event, the renter forfeits 100% of the Party Rental Fee.

- Deposit/Incidentals of \$500.00 is due thirty (30) days before the event. The deposit is NOT payment of the rental fee but will be applied to the final bill and a balance refunded to you.
- Renter will obtain one million dollars Liability Insurance with alcohol coverage for the event and shall include Logtown Plantation, LLC as additional insured. (You may contact Richard Anderson with Metropolitan Insurance at 318-548-6919 for information.) Renter will provide Logtown Plantation with a copy of the coverage.

#### Included in the Rental Fee

- Use of tables, chairs and trash cans which are the following: Up to
  - (144) brown fruitwood wedding chairs
  - (12) 5' round plastic tables
  - (4) 8' rectangle plastic tables
  - (2) 4' round plastic tables
  - (6) 30" aluminum trash cans with clear liners
  - Use of Caterer's Kitchen inside the garage house (includes 3-bay sink, warming oven, ice maker and cooler)
- If Renter needs more than listed above, they will be responsible for obtaining additional rental equipment from the vendor of their choice. Logtown Plantation is not responsible for anything left on the grounds overnight.
- The inside of the Main House may be used for parties up to 50 people ONLY. Larger parties/dinners must use the Reception Hall or on the grounds outside with the Main House being off limits. Public restrooms are available inside the garage house.

## Additional Information

- Renter will be given one (1) hour after the conclusion of the event to have all food cleaned up, decorations removed, chairs/tables/trash cans placed back in their appropriate place and main house returned to its original state. Any additional time will be charged at a rate of \$100.00 per hour. If any of these items are left undone, Logtown Plantation will deduct an amount from the Deposit. This amount will be at the discretion of Logtown Plantation, LLC.
- Caterers – Caterer is responsible to maintain the food during the event and the clean-up of all food and trash after the event. Caterer or Renter must provide personnel for these duties.
- Logtown Plantation allows the use of bubbles, live rose petals and sparklers outside the buildings. ABSOLUTELY NO silk rose petals, bird seed, confetti or rice is permitted anywhere on the property.
- **NO PETS** on the property at any time!
- ABSOLUTELY NO nailing, taping or stapling to our property or fixtures. With permission, you are allowed to hang certain items from the rafters. However, you are responsible to provide your own ladder. We will NOT provide a ladder and are not responsible in the unfortunate event anyone should have an accident. \_\_\_\_\_ (initial)
- Logtown Plantation, LLC is not responsible for any lost or damaged items. This includes, but is not limited to, any items brought by outside vendors supplying cakes, flowers, tables, chairs, entertainment, decorations, tents or any other equipment.
- ABSOLUTELY NO items inside the main house may be taken outside. This includes all furniture, rugs, accessories and any kitchen items.
- NO SMOKING inside the main house or cottage. Evidence of this will result in full forfeiture of deposit.
- All rental equipment from outside vendors must be removed within one business day.

- Renter is responsible for setup/take down of all tables and chairs, including any rented from outside vendors. Renter is allowed the use of the garage to store rented equipment (providing enough space is available) until rental company picks up. Time for rental company pick-up must be coordinated with Event Coordinator. Logtown Plantation, LLC is not responsible for any rental equipment left unsecured on grounds.
- Renter is responsible for ALL clean-up including sweeping out the shed of all food. ALL sparklers and bubble containers/blowers must be disposed of inside the plastic trash can liners. All filled trash can liners must be placed inside the dumpster located on the north side of the silver metal building. Any trash exceeding the size of the dumpster MUST BE TAKEN OFF PROPERTY by Renter. Otherwise, Renter is responsible for paying trash pick-up overage fee of \$150, which will be taken out of the deposit.
- Renter must set-up an appointment to discuss your event at least fourteen (14) days prior to the event.

### Parking Information

- No parking is allowed on the Plantation's driveway or inside the gate in front of the garage.
- Delivery, drop-off and unloading and loading vehicles only are allowed to use dirt road on the north end of the property. These vehicles are allowed to use the gravel area for drop-off and removal before/after the event only. NO VEHICLES are to be parked in this area or on the dirt road. All vehicles must be parked along Logtown Loop Road. Optional parking is in front of the red barn but must be SUBJECT TO PRIOR APPROVAL in advance. This will be contingent on how soft the ground is and will be at Logtown Plantation's discretion.
- In the event of a handicapped attendee, special permission will be granted by Logtown Plantation, LLC's parking attendant for closer access.
- If additional parking is needed, renter may call the Ouachita Parish School Board for permission confirmation to use the old Logtown School lot located .5 miles to the north of the

property. Renter will be obligated to buy liability insurance for the time of the event and name Ouachita Parish School Board as additional insured. Renter will also need to provide security and shuttle/valet service.

Damages

- In the event damages do occur, renter is responsible for ALL repair charges. The deposit will apply to damage cost. Logtown Plantation, LLC will select repair contractors which shall be at the sole discretion of Logtown Plantation, LLC. Any additional repair cost above the deposit shall be paid in full by the renter.

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**Party Contract**

In exchange for leasing Logtown Plantation, LLC on the following date:

\_\_\_\_\_, I, \_\_\_\_\_ agree to the following conditions of this lease: I, my family, and any visitors that I may entertain at Logtown Plantation, LLC accept the premises in its present condition and assume full responsibility for the condition of the same without any liability or obligation of any kind whatsoever upon the part of the owners.

I will be responsible for any broken or damaged property on or pertaining to the premises. I will be responsible for any physical injuries on or pertaining to the premises.

- The full Rental Fee is required to secure the event date.
- Deposit/Incidentals of \$500.00 is due thirty (30) days before the event (\_\_\_\_\_). It will be returned upon inspection within seven (7) business days after the event or it will be deducted from any other services or rentals that occur the day/night before or of the event.
- I will obtain one million dollars of Liability Insurance with alcohol coverage for the event and shall include Logtown Plantation, LLC as additional insured. (You may contact Richard Anderson at 318-548-6919 for coverage information.) I will provide Logtown Plantation, LLC with a copy of the coverage.

Once we receive your full Rental Fee plus deposit, you will receive email confirmation that the date for your event is reserved.

Renter will have sixty (60) days grace period to withdraw from the rental contract to receive the full refund of the Rental Fee. If renter withdraws between sixty (60) and thirty (30) days of the reserved date, renter will be refunded 50% of the Rental Fee. If the renter withdraws from the contract within thirty (30) days of the date of the contracted event, the renter forfeits 100% of the Rental Fee.

If renter withdraws within 60 days, the renter forfeits the full deposit.

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

End Time of Event \_\_\_\_\_

Renter will be allowed one hour after your event time is completed to have all food cleaned up, decorations taken down, chairs/tables/trash cans placed in the appropriate place. Any additional time will be charged \$100.00 per hour. Renter has read and understands the "Party Rental Agreement".

Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Renter's Address

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Renter's Cell # \_\_\_\_\_

Email: \_\_\_\_\_

Name(s) of Renter \_\_\_\_\_

Type of Party \_\_\_\_\_

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Number of expected Guests \_\_\_\_\_