

Logtown Plantation  
1463 Logtown Loop Road  
Monroe, LA 71202

## **Wedding Venue Rental Agreement**

Rental includes: 1 Logtown Plantation Representative  
2 Parking Attendants  
Tables and Chairs  
Wagon for Pictures (available upon request)  
Use of Main House for Wedding Party only

Rental Fee: \$5,000.00  
Deposit: \$1,000.00 deposit/incidentals

### Payment Information:

- Renter must pay 50% of rental fee (\$2500.00) to secure date. If the Renter cancels within sixty (60) days of the event, the Renter forfeits the \$2500.00 already paid. The final 50% (\$2500.00) and the Deposit (\$1,000.00) are due thirty (30) days prior to the wedding date. If renter withdraws within twenty-nine (29) days of the contracted event, renter will forfeit 100% of the Rental Fee and the Deposit.
- The deposit is NOT payment of the Rental Fee but will be applied to the final bill and a balance refunded to you.
- If Renter has decided to rent Magnolia Cottage (\$500.00) for the honeymoon night and/or the main house (\$1000.00) for the previous night and/or the main house (\$1000.00) for the wedding night, the full payment for these rentals must be paid thirty (30) days prior to the wedding date. If renter withdraws within twenty-nine (29) days of the reserved night(s), Renter forfeits 100% of payment. If Renter chooses to NOT book the main house and/or Magnolia Cottage on the night prior to the contracted event, Logtown Plantation has the right to rent it to another renter with a check-out time of 9am on the day of the contracted event.
- 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

- Logtown Plantation will provide a property representative for the Renter or the Renter's Wedding Planner. This should be discussed with a Logtown Representative prior to the contracted event.
- Plantation will be available for a one-hour rehearsal the day before the wedding. Rehearsal times are subject to other events being hosted at Logtown Plantation and must be schedule with the event office.
- Logtown property representative is to help guide Renter's Wedding Planner in the set up on the day of your wedding starting at 6am.
- Logtown property representative is to help guide Renter's Wedding Planner in the take-down and storage of all Logtown Plantation items used for the event.
- Use of the main house for the wedding party **ONLY** to get dressed and take photos starting at 6am (or 9am if any of the rooms were rented out the night before). Main house interior is **OFF LIMITS** to extended family members who are NOT in the wedding party and to the public at all times.
- Wedding guests may use the public restrooms located inside the garage house
- Use of the reception shed and grounds (including pecan orchard) for ceremony and reception
- Barn and cottage interiors are OFF LIMITS. However, outside of each is available for pictures.
- 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, Renter will be responsible for obtaining additional rental equipment from the vendor of their choice.

## Wedding Rental Information

- Wedding prep – plantation grounds are available for prep on the day of the wedding only starting at 6am.\*
- Caterers – Caterer is responsible to maintain the food during the event and the clean-up of all food and trash after the event. Caterer's Kitchen must be left the way it was found. Caterer or Renter must provide personnel for these duties.
- Event must conclude by 10pm or four hours after wedding ceremony begins, whichever comes first. 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. This also includes anything rented and delivered from an outside company. These items must be broken down and ready for the rental company to pick up on the next business day. If another event is booked with a different Renter for the following day at Logtown Plantation, your rented/delivered items must be placed inside the garage and out of sight so as to accommodate the next day's contracted event. Any additional time will be charged at a rate of \$100.00 per hour. This includes overnight hours. If any of these items are left undone, Logtown Plantation will deduct an amount from the \$1,000.00 Deposit. This amount will be at the discretion of Logtown Plantation, LLC. Please remember, the next day's contracted event also starts at 6am. Logtown Plantation will try its best to work with both Renters of back-to-back days to accommodate any and all issues regarding take-down/set-up of equipment.

## Additional Information

- 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, garage 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 Logtown property representative. 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 \$1,000.00 deposit/incidentals.
- Renter must set-up an appointment to discuss your event at least fourteen (14) days prior to the event.

## Parking Information

- Limited parking is allowed on the Plantation's driveway inside the gate in front of the garage. Logtown property representative will assist in parking the morning of the wedding and will close the gate when maximum space has been used. All other vehicles can use the area on the north side of the shed until appropriate time for guests to arrive, decided by Renter.
- 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 during the ceremony/reception. 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 \$1,000.00 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 \$1,000.00 deposit shall be paid in full by the renter.

## Overnight Stay

- If the bride and groom choose to stay overnight after the wedding ceremony/reception, they may stay in Logtown Plantation's Honeymoon Cottage for an additional \$500. This will include a champagne and fruit basket that night and a home cooked breakfast the following morning (the time and menu to be discussed with Logtown Plantation's on-site cook in advance). Check-out is 11am.
- The bride's or groom's family and/or wedding party may choose to stay in the main house on the previous night of the wedding and/or the night of the wedding for an additional \$1,000.00 per night. This will include a home cooked breakfast on the morning of the wedding (the time and menu to be discussed with Logtown Plantation's on-site cook in advance).

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**Wedding 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.

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 50% (\$2,500.00) of the Rental Fee, you will receive email confirmation that the date for your event is reserved.

Renter must pay 50% of rental fee (\$2500.00) to secure date. If the Renter cancels within sixty (60) days of the event, the Renter forfeits the \$2500.00 already paid. The final 50% (\$2500.00) and the Deposit (\$1,000.00) are due thirty (30) days prior to the wedding date. If renter withdraws within twenty-nine (29) days of the contracted event, renter will forfeit 100% of the Rental Fee and the Deposit.

The deposit is NOT payment of the Rental Fee but will be applied to the final bill and a balance refunded to you. 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.

If Renter has decided to rent Magnolia Cottage (\$500.00) for the honeymoon night and/or the main house (\$1000.00) for the previous night and/or the main house (\$1000.00) for the wedding night, the full payment for these rentals must be paid at time of booking. Full refund will be given if Renter cancels thirty (30) days prior to the wedding date. If renter withdraws within twenty-nine (29) days of the reserved night(s), Renter forfeits 100% of payment. If Renter chooses to NOT book the main house and/or Magnolia Cottage on the night prior to the contracted event, Logtown Plantation has the right to rent it to another renter with a check-out time of 9am on the day of the contracted event.

Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_

End Time of Event (*Wedding Coordinator to determine*) \_\_\_\_\_

Rehearsal Date and Time \_\_\_\_\_

**Renter has read and understands the "Wedding Venue Rental Information and Fees".**

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

Renter's Address \_\_\_\_\_

Renter's Cell # \_\_\_\_\_ Email: \_\_\_\_\_

Names of Bride and Groom \_\_\_\_\_

Address of Bride and Groom after the wedding \_\_\_\_\_

Number of expected Wedding Guests (# of chairs for ceremony) \_\_\_\_\_

\*Addendum – If Renter would like to request additional set-up time on the previous afternoon AND the said previous afternoon is not already booked for another event, Renter must pay an additional amount of \$1000.00 and can begin setting up no earlier than 3pm on the said previous afternoon. This MUST be approved by Logtown Plantation prior to requested date. \_\_\_\_\_ Initial here if requesting this additional time.

\_\_\_\_\_ Approved by Logtown Plantation – Date \$1,000.00 received \_\_\_\_\_

\_\_\_\_\_ Not approved by Logtown Plantation