

Natchitoches Conference Hall

5131 University Parkway
Natchitoches, LA 71457
Phone 318.352.6655
Fax 318.352.9440

License and Indemnification Agreement

This Agreement between Natchitoches Conference Hall, represented by its managing agent, Best Western., and the Licensee named below is made and entered into on this ____ day of _____.

Renter:

Email:

Phone:

Fax:

Type of Activity:

Date of Function:

Function Start Time:

Function End Time: 11:00 PM

Facility Rental Fee:

Security Fee:

Deposit:

Notes: Any alcohol on the premises will require security and must be approved beforehand.

Sales Manager:

Thank you, for selecting our facilities for your function. In order to assist making your function a success, we would like to remind you of the following requirements:

1. Licensee shall fully comply with all rules and regulations governing the use of the facilities.
2. If any **alcohol** is to be consumed, security must be provided by the Natchitoches Police Department. Officer(s) will be hired by Best Western and paid for by licensee. Best Western (licensor) will collect all funds prior to the event to pay security provided by Natchitoches Police Dept. security officer. (THIS IS NOT A DEPOSIT)
One officer is required per 100 people at your event. The officer may not have any affiliation with the licensee. Consumption of alcoholic beverages is permitted only when approved prior to function. Consuming alcoholic beverages without proper notification will result in immediate termination of the function and forfeiture of all deposits. Liquor **shall not be sold** on the premises.

3. **Licensee shall leave the rented facility and all surrounding area cleaned and free of trash. Failure to do so will result in forfeiture of deposit.**

- A. All trash must be removed from the premises on the same day that the facility is rented. Dumpsters are located directly behind the Natchitoches Conference Hall.
- B. Do not deface the property (no nails, tape, tacks, or other marking on interior or exterior of building).
- C. You are required to notify Licensor the next business day for an inspection if you want your deposit refunded.
- D. NO SMOKING in the building. Anyone who wishes to smoke must do so outside the Conference Hall. Smoking in facility will result in loss of damage deposit.
- E. You must not bring flammable materials into the auditorium for decoration such as dry hay, etc.

4. Event time includes decorating and preparation as well as cleanup. Decorating can not begin earlier than the function start time (unless given permission by licensor) and all premises must be completely cleaned and restored prior to function end time.

5. Licensor may terminate this agreement with Licensee if the use of the property shall in any way conflict with federal, state, or local laws, or if the Licensor determines the planned function is inappropriate or undesirable for business at Best Western. In the event that the rental facility cannot be utilized as reserved, due to equipment failure, or unforeseen circumstances, or double booking, Licensor will return prepaid facility rental fees and deposits but shall have no obligation or liability for any other expenses associated with the function.

6. Employees of the licensor shall have free unlimited access to reserved areas at all times.

7. All property and improvements of any kind or nature which may be on the premises when the licensee exercises its rights hereunder shall be the sole risk of Licensee, and Licensor shall not be liable to Licensee, or to any other person whatsoever, for any injury, loss, or damage to any person or property on the premises, or upon sidewalks and driveways appurtenant thereto. Licensee covenants and agrees to assume all liability for and on account of any such injury, loss, or damage above described, and to save Licensor harmless there from. Furthermore, Licensor shall not be liable to Licensee or to any of the licensee's patrons, employees, permittees, or visitors for any damage to person or property caused by an act of negligence of anyone on the premises, or due to the building on such premises or any appurtenances thereof being improperly constructed, nor for any damages from the defects or want of repair of any part of the building of which the premises form a part. Licensee agrees to hold Licensor harmless of all claims for any electric current or injury or damage which may be sustained from personal property of the Licensee, or any other person, caused by or resulting from Licensee's use of the premises or the condition thereof.

8. In the event that a suit or action is instituted by Licensor to enforce compliance with the agreement, Licensor shall be entitled to reimbursement of all costs and expenditures incurred, together with recovery of reasonable attorney's fees.
9. This contract is not valid without receipt of deposit. If Licensee cancels this agreement within 30 days of Licensor's receipt of deposit, 50% of the deposit will be refunded. After 30 days, the deposit is non-refundable.
10. Deposit balance will be returned to the Licensee at the address below otherwise notified.
11. All functions will end no later than 11:00PM. **No exceptions.**

Please review and sign this contract within 10 days to make our agreement effective. If this signed agreement and total deposit is not received in a timely manner, Licensor cannot continue to reserve the facility for your use and will make it available for lease by others.

Feel free to contact the hotel for additional information or assistance with our function.

Signature

Date

Address of Licensee

Signed By:

Phone Number of Licensee