

# HISTORIC ST. LUKE’S EPISCOPAL CHURCH’S

## GAUDET HALL RENTAL AGREEMENT

1222 NORTH DORGENOIS STREET, NEW ORLEANS, LA. 70119

Historic St. Luke’s Episcopal Church (“HSL”) owns and operates Gaudet Hall, a wheelchair-accessible high-ceilinged facility with 5,400 sq. ft. of rentable space at 1222 North Dorgenois Street in the heart of the Treme Community in New Orleans, Louisiana. The Hall has an adjacent commercial kitchen, wheelchair accessible male and female bathrooms, and a theater stage. It can hold up to 250 people at a given time. Gaudet Hall is in a residential community close to two major bus lines that run to the Downtown part of the City and is near the New Orleans City Park and the site of the New Orleans Jazz Festival. Gaudet Hall is available for event rentals as well as multiple days/night rentals to individuals, clubs, corporations, organizations, and associations for the following event classifications, among others:

Art Festivals/show	Galas	Black Tie Events
Breakfasts	Auctions	Casino Nights
Wedding Ceremonies/Reception	Dinners	Concerts-Jazz
Corporate Retreats	Health Fairs	Speaking Engagements
Graduation Parties	Memorial Services	Educational Seminars
Film Showings	Political Dinners/Receptions	Book Signings
Meetings	Wine Tasting	Parties
Bridal Showers	Award Presentations	Banquets

### RENTAL RATES

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RENTAL DAY/TIME	HOURLY RATE
Friday and Saturday Day Time (8 am-5 pm) 4-hour minimum	\$75 per hour plus \$500 damage deposit
Friday, Saturday, and Sunday Evenings-4-hour minimum) (5 pm-12 am)	\$150 per hour plus \$500 damage Deposit
Monday-Thursday All Day (8 am-11 pm) 4-hour minimum	\$50 per Hour plus \$300 damage Deposit

### TERMS AND CONDITIONS OF RENTAL AGREEMENTS

Initials:

**1. BUILDING AVAILABILITY**

Rental Time includes the time needed for set-up, delivery of any supplies, and clean-up. Total hours used will begin at the scheduled access time until the end of the actual clean-up period. In other words, if the event lasts for 2 hours and one hour is required for setup and another hour is required for cleanup, the bill will be for 4 hours. Overtime charges for staff and facility use will be billed at twice the hourly rate.

**2. ADVANCE RESERVATIONS**

Reservations are considered on a first-paid, first-served basis. Contact HSL at [gaudet@stlukesneworleans.com](mailto:gaudet@stlukesneworleans.com) to confirm availability.

You may book an event up to One Year in advance. Reservations for weekly events must be scheduled at least two weeks in advance. Reservations for weekend events must be scheduled at least one month in advance. Exception may be made at the discretion of HSL.

Rental applications will not be accepted without payment. Fifty percent of the total rental fee and damage/alcohol deposits are due at the time of the application. The balance is due within one month prior to the event.

Applications made less than one month in advance require full payment, including the total rental fee and damage/alcohol deposit(s) at the time of application, and payment must be made with a cashier's check or money order. Failure to pay the balance within the specified timelines may result in the cancellation of the scheduled event without a refund.

Site visits are encouraged prior to booking an event. Please contact HSL to make an appointment, subject to staff and facility availability.

**3. PAYMENT**

HSL accepts cashier's checks and personal checks as forms of payment. Please make checks payable to St. Luke's Episcopal Church. Please e-mail [gaudet@stlukesneworleans.com](mailto:gaudet@stlukesneworleans.com) to inform HSL that the deposit was mailed to open the execution of the rental agreement.

**4. DEPOSITS**

In addition to the rental fees, all facility rentals are charged a security deposit. Security deposits are 100% refundable, provided the following conditions are met:

1. The facility, including the outside area, is left in a clean and orderly condition in accordance with the terms and conditions of the contract.
2. Use of the facility does not exceed the scheduled time.
3. The facility and its contents, including equipment, are accounted for and undamaged.
4. All rules and procedures governing alcohol consumption and smoking are met.
5. All rules governing the rental use of Gaudet Hall are met.

If the above conditions are not met to the satisfaction of the HSL staff, an appropriate fee will be deducted from the security deposit. If cleaning and or repair costs exceed the amount of the security deposit, the rental group will be billed, and repairs will be built at the full replacement cost incurred, including labor. Allow four weeks for the security deposit to be returned. An additional damage Deposit in the amount of \$300.00 will be charged for Events with Alcoholic Beverages

**5. CANCELLATION AND RESCHEDULING Policy**

Cancellations made more than 30 days prior to the event will result in a full refund of the hourly fees paid less than the administrative fee of \$25.00

Cancellations made 14 to 29 days prior to the event will result in a charge of 50% of the hourly rental fees.

Cancellations made within 0 to 13 days prior to the event will result in no refund of the hourly fees.

The deposit will be refunded in full if a cancellation occurs.

Request to change the date or time of an event must be done either by phone or by e-mail. Date changes will be treated as a cancellation and a new reservation. All approved applicable cancellation fees will apply. Time changes must be made at least 14 days prior to the scheduled event. Approval of the date or time change request is subject to facility and staff availability. In the rare event that HSL cancels your event due to a building condition, emergency, or as required by state or federal entities, your rental fees and any deposit paid will be returned in full.

#### **6. LOADING, DELIVERIES AND STORAGE**

Please schedule your vendors to deliver during your rental period. If your vendor requires an early drop off the company must contact HSL directly to arrange it. Due to staffing availability or other event conflicts, HSL may not be able to accommodate these requests.

The renter assumes all responsibility for items brought into or left at the facility at the conclusion of the event. This includes all items left by caterers or rental service companies.

#### **7. CLEAN-UP**

the rental applicant is responsible for cleaning the facility in accordance with the Gaudet Hall clean-up checklist. To help, an HSL staff member will complete a post-event inspection at the conclusion of the rental period. Failure to follow the Gaudet Hall clean-up checklist may result in forfeiture of the security deposit and additional charges.

Any cleaning and or repairs that require staff time and or materials will result in additional rental fees, and the staff material costs will be deducted from the security deposit and charged to the rental group. The rental group shall remove garbage, compost, and recycling at the end of the event. Waste shall not be dumped in Gaudet Hall containers. Tenants are encouraged to dispose of waste responsibly.

#### **8. FOOD, BEVERAGES AND CATERING**

HSL allows renters to bring in a caterer of their choice to provide their own food or have food delivered to the facility

Renters shall provide all necessary tableware, utensils, linens, etcetera. Renters shall also provide their own garbage compost and recycling containers and bags.

#### **9. ALCOHOL INFORMATION**

If alcoholic beverages will be served at the event, the proper permits must be obtained prior to the event.

Copies of these permits must be submitted to the HSL staff a minimum of five business days prior to the event.

Self-service bars are not permitted. Bars must be manned by designated servers of at least 21 years

of age. The person need not be licensed.

**10. DECORATIONS**

Use blue painter’s tape only to affix lightweight decorations

The use of staples, nails, tacks, or duct tape is prohibited when affixing decorations to the walls.

The following decorations are not allowed: candles in disposable or non-rigid containers, rice bird seed, confetti, dance wax, fog smoke machines, fireworks, and incense.

The following decorations are allowed: freestanding decorations, floating candles, centerpieces, and the Wick of the candle must be at least 4 to 6 inches below the opening. Helium balloons are allowed if attached to a weighted object; untethered balloons are discouraged as they are more likely to fall to the ceiling. If the alarm system activates due to a helium balloon, you may be billed for any false alarm charges incurred.

**11. MISCELLANEOUS**

Smoking and Drug Policy: Gaudet Hall is a tobacco, marijuana, and drug-free facility. Smoking or chewing tobacco is prohibited inside the facility, and within 25 feet of any entrance, no illegal drugs of any kind are allowed inside the building or on the premises.

No weapons are allowed inside the building or on the premises.

Noise: Gaudet Hall is situated in a residential neighborhood. Noise associated with the event that is frequent, repetitive, or continuous and is audible to a person of normal hearing at 75 feet or more from the properties is considered a violation of the residential requirement for noise ordinance

**12. PROVIDED EQUIPMENT**

Tables and Chairs

Chairs -125

Tables-Round, 5 Feet Diameter -10

Tables-Rectangular, 8’ Long x 29.5” Wide - 8

Tablecloths-Rectangular – 8

Food Serving Tables – 3

Tables-Rectangular, 5’ Long x 2.5” Wide – 8

Tables-High Boy, 42” High x 30” Wide - 3

Commercial Kitchen Equipment:

Electric Range with Oven

Microwave

Refrigerator

Freezer

Ice Machine

**13. INDEMNITY AGREEMENT**

Lessee hereby indemnifies and holds harmless Lessor from any damages, actions, suits, claims or other costs, including reasonable attorney’s fees arising out of or in connection with any damage to any property or any injury caused to any person, including death caused by lessee’s use of the space including any acts or omissions on the part of Lessee, it's employees, officers, directors, independent contractors, or other agents. The Lessee shall notify the Lessor of any damage or injury of which it has knowledge into or near Gaudet Hall, regardless of the cause of such damage or injury.

Neither party may assign or transfer their respective rights or obligations under this agreement without prior written consent from the other party.

This Agreement (The Agreement”), made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, is by and between Historic St. Luke’s Episcopal Church (the “Lessor”) whose business address is 1222 North Dorgenois Street, New Orleans, LA. 70119 and

\_\_\_\_\_ (the “Lessee”), the contact information of which is:  
Address: \_\_\_\_\_  
\_\_\_\_\_, Telephone Contact: \_\_\_\_\_,  
Email: \_\_\_\_\_  
\_\_\_\_\_, Gaudet Hall shall be reserved on:

\_\_\_\_\_ (Date)  
\_\_\_\_\_ to \_\_\_\_\_ (Hours)

This agreement constitutes the entire agreement between the Lessee and Lessor and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, including oral, relating to the subject matter of this Agreement.

I, the undersigned Lessee, have read the above GAUDET HALL RENTAL AGREEMENT and consent to the terms as set forth above.

Signatures: \_\_\_\_\_  
Date: \_\_\_\_\_