



**The JFA Building**  
222 S. Francois St  
Gonzales, LA 70737  
**Mailing:** PO Box 1234  
Gonzales, LA 70707  
Contact Brittany White  
225-571-1506

### Facility Use Guidelines

“The JFA Building”, located in Gonzales, La, is a rental facility for you to host events. “The JFA Building” has a large open floor plan that is ideal for gatherings such as weddings, reunions, showers, or parties. You can bring your own food, decorators (No Glitter/ No Smoke), photographs, and music.

**-Max Building Capacity is 148 people NO EXCEPTIONS!!!!!!**

- Tables and chairs included in rental

- Dumpster provided for disposal of all food and trash (located to the right of driveway)

**\*\* ALL DOORS MUST REMAIN CLOSED AT ALL TIMES TO LIMIT OUTSIDE NOISE \*\***

1. All renters of the facility shall be required to sign a rental agreement, pay deposit and rental fee, and provide proof of insurance (\$1,000,000 coverage required in renters name and must include the Jambalaya Festival Association as additional insured) and security (if serving or consuming alcohol) prior to using our facilities and grounds. Deposit is required to secure your selected date; all other payments are due a minimum of 7 days prior to receiving access to the building. **Nonpayment of rental fee 7 days prior will result in forfeiture of your \$750.00 deposit and cancellation of your rental.**

2. The person signing the rental agreement must be at least twenty-one (21) years of age and an authorized representative of the organization. The renter must be on rental contracts, deposit and rental fee received in this form of payment must come from in the name of the renter (ie: Venmo, Check, and/or Credit Card) This is a single owner rental contract. Transfer of contract cannot be passed to others.

3. All buildings are “non-smoking” facilities. **Smoking (including Vaping) is prohibited inside any building.** All users must comply with current smoking laws.

4. If any provision of this Rental Agreement is violated, the renter shall forfeit the ENTIRE DEPOSIT. This includes any items not completed on the after-rental check list.

5. Everything brought into the building or onto the grounds by user (food, beverages, decorations, trash, etc.) must be removed at the conclusion of the event. Anything left in the building or on the grounds after the conclusion of the rental will be handled at the JFA’s discretion, which may include discarding or become JFA property. The JFA is not liable for any property left on the premises at the conclusion of the event. The deposit in this case will also be forfeited.

**6. Decoration must not be attached to the building (including the ceiling) by using nails, staples, tacks, or cellophane tape. \*\* Masking tape, rice, confetti, glitter, gum, silly string, and fog machines are “NOT” allowed inside the facility. \*\***

7. Youth groups must have adult chaperones always present.

8. For building rentals, the renter will be allowed into the facility on the morning of the event no sooner than 6:00 a.m. The facility must be cleaned and vacant by 2:00 a.m. the following morning. A passcode to the door will be sent to the renter 15 minutes before rental start time.

9. A dumpster is provided for disposal of all food and trash. It is the renter’s responsibility to make sure all trash and debris inside and outside of the building (including parking lot) has been discarded **INSIDE** the dumpster. Nothing is allowed on the ground around the dumpster.

10. Facility rental prices include tables and chairs only. Tablecloths and table and chair set up are not included in the price. **Cooking Equipment in the kitchen is NOT INCLUDED.**

11. All the renters' responsibilities (mentioned in this agreement) must be completed before you leave the building to receive a full refund of the deposit. You are responsible for anyone and anything you allow into all event spaces. IE: Caterer/Entertainment
12. Damage: The Renting Party is responsible, and upon demand shall pay directly to the Jambalaya Festival Association for all damage to the facility that arises from or is related to the Renting Party's rental of the facility. This includes, but is not limited to, damage to the restrooms, tables, chairs, walls, lights, or any other property or asset owned by the Jambalaya Festival Association.
13. Indemnity: The Renting Party shall indemnify, defend, and hold harmless the "Jambalaya Festival Association" and its officers and members against all demands, causes of action, or any other claims made against "Jambalaya Festival Association", or its officers and members arising out of or related to the Renting Party's rental of the facility.
14. Compliance with Laws: The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the facility for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.
15. Alcoholic Beverages: If the Renting Party intends to sell alcohol at its event, it shall obtain any licenses or permits required under applicable laws and regulations to do so and provide "the Jambalaya Festival Association" with copies of any such licenses or permits five (5) days prior to the Rental Period. No alcoholic beverages are consumed outside the facility.
16. Entire Understanding: The Parties agree that this Agreement contains the entire understanding between them and that there are no oral or written promises, inducements, representations, warranties, covenants, undertakings, or agreements whatsoever between them, except as contained herein. This Agreement cancels, annuls, and invalidates all prior agreements between Parties, whether verbal or written, regarding the rental of the facility.
17. Modifications: This Agreement may not be modified or amended except through an express written agreement signed by the Parties.
18. Governing Law: This Agreement shall be governed by the laws of the State of Louisiana. The Parties agree that, if any provision of this Agreement is held to be invalid or unenforceable, all the other provisions shall, nevertheless, continue in full force and effect.
19. Binding Effect: This Agreement shall be binding upon the Parties, their heirs, representatives or assigns.
20. Qualifying deposits will be refunded within five to ten (5 to 10) business days after the event and the building is inspected. Failure to comply with the "Before You Leave Checklist" will forfeit your whole deposit.
21. Surveillance cameras are installed and in use for the protection of both the renting party and the facility owner.

### **Facility Fees**

- Non-Member: \$750 refundable deposit and \$1,000 rental.
- Member In Good Standing: \$100 refundable deposit and \$300 rental.  
(Good Standing is to be eligible to vote)
- Non-Member Business: \$250 refundable deposit and \$500 rental.
- Day before, access will be permitted if building is not rented 7 days prior to your rental date for half price of daily rental fee.

After Rental is Concluded (Any additional hours required past rental time to remove event property from building will be subject to additional charges of up to \$100 per hour to be determined by the JFA)

Jambalaya Festival Association  
222 S Francois St  
Gonzales, LA 70737

RENTAL AGREEMENT

Renter's Name: \_\_\_\_\_ Type of Event \_\_\_\_\_

Renter's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Renter's contact Phone Number: \_\_\_\_\_ Renter's E-Mail Address: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Time of the Event: From: \_\_\_\_\_ To: \_\_\_\_\_

**Facility Rental Packages: (Maximum Capacity Is 148)**

\_\_\_\_ Full facility rental includes Main Hall, Restrooms, Tables and Chairs

\$ \_\_\_\_\_ Refundable deposit, Received by \_\_\_\_\_ (JFA representative) \_\_\_\_\_ (date)

\$ \_\_\_\_\_ Rental fee received by \_\_\_\_\_ (JFA representative) \_\_\_\_\_ (date)

\$ \_\_\_\_\_ Deposit returned to renter by \_\_\_\_\_ (JFA representative). \_\_\_\_\_ (Check#) \_\_\_\_\_ (date)

\$ \_\_\_\_\_ Insurance received by \_\_\_\_\_ (JFA representative) \_\_\_\_\_ (date)

**1. Will alcohol be present on site during this event?** YES / NO. Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_

**A) If yes - Security is required for the duration of the event.** Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_

**B) An event insurance policy is required for the duration of the event naming Jambalaya Festival Association as additional insured.** Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

**\*\* If yes - You must provide proof of A & B above 5 days prior to the event – Access will not be given until this requirement is met.**

2. I \_\_\_\_\_ am responsible for all damages or injuries related to my event.

Initials of Renter: \_\_\_\_\_. Initials of JFA representative: \_\_\_\_\_.

3. I understand that alcohol should not be served to any person under the age of twenty-one (21).

Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

4. I am responsible for the actions of anyone serving or consuming alcohol. Regardless of age.

Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

5. I understand failure to follow the "To Do Before You Leave List" will result in the forfeiture of your entire deposit.

Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

6. Deposits will not be refunded for cancellations within 30 days of the scheduled date. However, it may be applied to a future event within one year of the original event date (depending on availability).

Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

7. I have received and understand the "Facility Use Guidelines". Failure to comply will result in the forfeiture of your entire deposit.

Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

8. I have received and understood the "To Do List Before You Leave".

Initials of Renter: \_\_\_\_\_. Initials of the JFA Representative: \_\_\_\_\_.

**I have read pages 1 through 3 and agree to be bound by all terms contained therein and all terms of this Rental Agreement.**

Renter: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

JFA Representative:(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

**The Jambalaya Festival Building  
RENTERS TO DO CHECKLIST**

**\*\* The following MUST be completed to get your deposit fully refunded. If any item is not complete, you will automatically forfeit your deposit\*\***

1. Tables, chairs, and countertops are to be cleaned of all food, paper, bottles, decorations, etc. and placed back in the storage room and according to the diagram on the wall in the storage room.
2. Clean restrooms and kitchen prep area.
3. Remove all items from fridge, including all food and any items that you put in the fridge. **Fridge must be COMPLETELY EMPTY!!!!**
4. All floors MUST be swept and mopped, INCLUDING RESTROOMS AND KITCHEN PREP AREA. Brooms, mop and bucket, and cleaning supplies are in the cleaning closet.
5. Gather all the trash in the building and the parking lot and place it in the provided dumpster.
6. All decorations MUST be removed from the building before leaving at the end of the event. If you are using a company to decorate for you, it is your responsibility to let them know it must be picked up at the end of the event.
7. Ensure Outside cook area is cleaned and orderly. (You are responsible for your caterer's clearing the area).
8. Return air condition units to 72 degrees. There are 4 thermostats in the building. One by bathroom entrance, one by water fountain, one by the front window by chair storage, and one in the kitchen area by kitchen bathroom door.
9. Turn off all lights and lock all doors prior to leaving the building.

**Decorations must not be attached to the building by using nails, staples, tacks, or cellophane tape. Masking tape, rice, confetti, glitter, gum, silly string, and fog machines are NOT allowed inside the facility.**

Failure to follow the above rules will forfeit your whole deposit.