



Westwego Farmers & Fisheries Market

Westwego Private Party Contract

To utilize the Market for a private party/event, please fill out this form completely. Print all information clearly. Return to City Hall, 1100 Fourth St., Westwego, LA 70094. For questions regarding application, please contact Heather Saddler at Westwego City Hall 504-341-3424. Email: heathersaddler@cityofwestwego.com

APPLICATION MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED BY THE COMMITTEE FOR APPROVAL.

PLEASE TYPE OR PRINT CLEARLY.

CONTACT PERSON: _____

ORGANIZATION (IF APPLICABLE): _____

EVENT: _____ EVENT DATE: _____

PHONE: _____ Cell: _____ Wk: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

DESCRIPTION OF EVENT:

1. Time limit for events are 4 (four) hours. For additional hours the fee will be \$150.00 per hour. For night events, the end time is 10:00pm in consideration for the neighbors of the Market and in accordance with City noise ordinances. Unless other arrangements are made, you have **2 hours before** event to setup and **two hours after** event to cleanup. Contact Market Coordinator to make any special arrangements.

2. How many people are you expecting? _____. For any event over 75 people, a Westwego Police Detail must be present. Arrangements for the Detail must be made with the Chief of Police at least two weeks in advance of the event. There is a sliding scale of the number of Police Officers required per number of people attending. The fee for police detail is set by the Westwego Police Department and is at the discretion of the Chief of Police. All detail Officers must be paid in cash at the end of the event. Police detail: Contact Chief Munch at (504)341-5428. Additionally, one officer must stay until all personnel have left the grounds.

3. Will there be Alcohol Served? _____ if serving alcohol, Westwego Police detail officers must be present, provided by the above individual.

4. What Hours are you requesting? _____

5. The Market request that the booth areas are cleaned by lessee at the end of the event. All trash should be put in the cans to be emptied by the staff. If this is not complied with, the security deposit will not be refunded.

You have **2 hours after the event to finish cleanup**. All party personnel must vacate the premises by 12:00am. _____ (INITIAL)

6. Security deposit must be paid at time contract is signed. **Rental fees must be paid 14 days in advance by cash or check in order to secure the date for event**. No credit cards are accepted. THERE IS A \$25 RETURNED CHECK FEE IN ADDITION TO \$6.48 FOR CERTIFIED LETTER. _____ (INITIAL)

7. Lessee is responsible for providing their own tables and chairs, etc. _____ (INITIAL)

8. Hold Harmless Clause and Insurance:

All authorized renters utilizing the WFFM shall be individually and severally responsible to the Westwego Farmers & Fisheries Market and the City of Westwego for any loss, personal injury, deaths, and / or any other damage that may occur as a result of the renter's negligence or that of its servants, agents, employees, invitees and guests and all renters hereby agree to indemnify and save the Westwego Farmers & Fisheries Market and the City of Westwego harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Westwego Farmers & Fisheries Market and the City of Westwego by reason of the renter's negligence or that of its servants, agents, employees, invitees and guests; provided that the renter shall not be responsible nor required to indemnify Westwego Farmers & Fisheries Market and the City of Westwego for negligence, its servants, agents and employees.

_____ (INITIAL)

9. ANYONE WHO IS COOKING OR FRYING FOOD ON SITE MUST PUT A PROTECTIVE COVERING UNDER THE COOKERS, SUCH AS **SAND OR KITTY LITTER TO PROTECT THE CONCRETE**. At the end of the event, the sand/kitty litter is to be swept up and put into the dumpster at the rear of the Market. Do not sweep it into the driveway. Any cooking oils or grease is left on the concrete by the leasee, or his agents can be charged an additional \$150 cleaning fee, loss of profits, and forfeit their security deposit. _____ (INITIAL)

10. IF YOUR GROUP OR ORGANIZATION WILL BE HAVING VENDORS SELLING PRODUCTS OF ANY KIND, A VENDOR LIST, IN WRITING, INDICATING NAME OF VENDOR AND ITEMS THEY WILL HAVE IN THEIR BOOTH NOT LATER THAN 7 DAYS PRIOR TO EVENT FOR APPROVAL OF THE MARKET COORDINATOR.

_____ (INITIAL)

11. LESSEES ARE RESPONSIBLE FOR CLEANING UP BOOTH AREAS. THIS INCLUDES SWEEPING, REMOVING ALL TRASH, HOSING DOWN & CLEANING UP ANY SPILLS THAT MAY OCCUR. _____ (INITIAL)

FEES

Note: This rental fee is in addition to the refundable Security Deposit fee.

Rental Fee is \$350.00 for WESTWEGO RESIDENTS.

Rental Fee is \$600.00 for a WESTWEGO BUSINESS, or WESTWEGO ORGANIZATION, and a NONRESIDENT of WESTWEGO.

Rental Fee ALL SCHOOLS AND CHURCHES PLEASE CONTACT HEATHER SADDLER

Rental Fee is \$1,000.00 for OUT-OF-TOWN BUSINESSES AND OUT OF TOWN ORGANIZATIONS

_____ (INITIAL)

CLEANUP FEE ADDED: MARKET POLICY = \$250.00 cleanup fee = (2 Cleanup Personnel) unless additional personnel is determined by the Market Coordinator.

Will be added to all rentals. Paid in cash.

SECURITY DEPOSIT:

\$100.00 refundable Security Deposit due at time of signing contract. Any damages caused by individuals having an event at Westwego Farmers & Fisheries Market will be responsible & liable for such damage and subsequent repairs over and above the amount of the security deposit. _____ (INITIAL)

By signing this contract, the individuals desiring to rent Westwego Farmers & Fisheries Market agree to all the terms and conditions listed herein.

Additional Information if applicable:

Our janitorial service is also available for the day, to keep up and clean the bathrooms for you. That service is an additional \$50.00 (cash only) for the day. **This is not a requirement.** Only an option we offer to make your experience more enjoyable.

You may have inflatable spacewalks for children's activities **(requires company's certificate of insurance).**

As well you have use of the stage for a band or DJ for your event.

Please initial acknowledging that we had made you aware of this service. _____ (INITIAL)

If you have any other questions, please do not hesitate to ask. We are looking forward to having your event at the Market.

Please provide copy of Drivers License with application.
A COPY OF THE SPACEWALK/BOUNCE COMPANY CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THE APPLICATION.

Signature of Responsible Party _____ Date: _____

Signature of Market Coordinator _____ Date _____
Heather Saddler