

THE DIXIE CENTER
P.O. BOX 223
OLLA, LOUISIANA 71465
318-495-5151 Phone or 318-495-5152 Fax
townofolla@centurytel.net

- A. The deposit for renting the center will be **\$175.00** and will be paid upon reservation of the center. A refund of **\$50.00** of the deposit will be returned to the renter/sponsor upon inspection of the building by either a Dixie Center employee or an employee of the Town of Olla to determine that the renter followed the conditions outlined herein.
- B. A fee of **\$50.00** will be charged for each additional day that the facility is in use. ***This fee is non-refundable.***
- C. A deposit will be required for the Courtyard. The deposit will be **\$75.00** and will be paid upon reservation of the courtyard. A refund of **\$25.00** of the deposit will be returned to the renter/sponsor upon inspection of the building by either a Dixie Center employee or an employee of the Town of Olla to determine that the renter followed the conditions outlined herein.
- D. A deposit for renting the Dixie Center and the Courtyard will be **\$250.00** and will be paid upon reservation of the center. A refund of **\$50.00** of the deposit will be returned to the renter/sponsor upon inspection of the building by either a Dixie Center employee or an employee of the Town of Olla to determine that the renter followed the conditions outlined herein.
- E. No employees of the Town of Olla or the Dixie Center will be present, in his or her employment capacity, outside normal operating hours of the center. The normal operating hours are 8:00 a.m. until 4:00 p.m., Tuesday, Wednesday and Thursday. Therefore an employee who is present for a function outside the normal operating hours of the center will not be responsible for cleaning during the function or supervising the activities of the sponsor and guests.
- F. Renter/Sponsor will be required to pick up a key to the center at the Olla Town Hall if on a weekday. If you have it rented on the weekend you will pick your key up the day of your rental at the sheriff sub-station. The heating/air conditioning units should be left at 60 degrees in the winter months and 75 in the summer months. The cleaning supplies and equipment are located in the hallway across from the bathrooms.
- G. No alcoholic beverages or tobacco products are allowed.

RENTER/SPONSOR INFORMATION

Name _____

(Must be a person, not a group)

Physical Address _____

Mailing Address _____

Phone # _____ Date Requested _____

Event being sponsored _____

RESPONSIBILITIES OF THE RENTER/SPONSOR

- A. Clean the facility including but not limited to the reception room, kitchen, and restrooms. (Cleaning includes sweeping and mopping.)
- B. Replace all furniture and fixtures to the location and in the condition they were originally.
- C. Clean food or beverage spills caused by guests and/or caterer during the function. The renter agrees to hold the municipality harmless for all accidents arising out of such spills.
- D. Turn off all appliances, turn the heating/air conditioning units to the appropriate temperatures and lock the building. Return the key to the Town Hall in person or via the drop box at the Town Hall.
- E. Accept full liability for any/all damages to the premises.

INDEMNIFICATION

THE RENTER/SPONSOR SHALL OCCUPY THE RENTED PREMISES AT HIS OR HER OWN RISK AND SHALL INDEMNIFY THE TOWN OF OLLA AGAINST ANY EXPENSE, LOSS, COST, DAMAGE, CLAIM, ACTION OR LIABILITY PAID, SUFFERED OR INCURRED INCLUDING BUT NOT LIMITED TO ATTORNEY FEES, AS A RESULT OF ANY BREACH BY RENTER/SPONSOR, RENTER'S GUESTS, AGENTS, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS OF ANY COVENANT OR CONDITION OF THIS RENTAL AGREEMENT, OR AS A RESULT OF RENTER'S USE OR OCCUPANCY OF THE RENTED PREMISES OR THE CARELESSNESS, NEGLIGENCE OR IMPROPER CONDUCT OF RENTER, ITS, GUESTS, AGENTS, SERVANTS, AND EMPLOYEES.

IF KEY IS NOT RETURNED, YOUR DEPOSIT WILL BE FORFEITED. _____ INITIALS

RENTER/SPONSOR SIGNATURE