

# Melady House Weekday Rental Agreement

5800 England Drive  
Alexandria, LA 71303  
318-625-1209

Date of Event: \_\_\_\_\_ Time: \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m. \$\_\_\_\_\_.00

Special Occasion Property Rental Agreement for **weekdays** provided by Angie's Piece-A-Cake. Weekday rentals consist of events held on **Sunday through Thursday**. (No Weddings or Receptions are included on this agreement.)

The Melady House has a magnificent presence with century old majestic oaks that provide a beautiful setting for outdoor weddings and other special events.

This family residence is the home of Mr. & Mrs. Lamar Ritchie and family. Angie's Piece-A-Cake contracts with Melady House owner(s) and will be held responsible for grounds and parts of the dwelling leased to responsible individuals who might enjoy this historical setting. The following guidelines are to clarify the family's expectations and assurances to those who may wish to share this lovely home and grounds.

## **ONLY MEMBERS/MGMT. OF MELADY HOUSE MAY PROVIDE INFORMATION TO LESSEE.**

**Only lessee or lessee's designated contact person may address concerns or needs of extra supplies such as linens, etc.**  
(Your help may not be aware of Melady House policy and will need to go through proper channels to make requests.)

**HOURS OF RENTAL (Weekday rentals** consist of using part of the house unless otherwise arranged. Extra time and space are available for a fee). **Included** with rental are the use of the following: (Any chairs/tables used outside will need to be placed outside by lessee and brought back in by lessee).

Available for use with this rental:

- **100** chairs (lifetime)
- **12** - 60 inch round tables (seat 8)
- **2** - 48 in. round tables
- **2** – pub tables
- **2** - 4 ft. rectangle tables
- **6** - 6ft. rectangle tables
- **2** - 8ft. rectangle tables

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**Not included** with rental but available for rent:

- Linens
- **160** White resin chairs for outside or may be used inside.
- Chair covers
- Serpentine table (Used for drink station/bar – available in white or black)

The items listed above **are available** for rent at an **additional cost**. Ask manager for details.

4-hour rental / \$400.00 (This will include setup and clean up time. If excessive decorating time is needed you may rent additional time at \$100.00 per hour.)

8-hour rental / \$750.00 (This will include setup and clean up time)

## **PAYMENT/DEPOSIT (Rental amount + deposit)**

- A **damage/security deposit of \$400.00** is due upon securing a date for your event at Melady House along with a signed rental agreement. (Deposit is not part of rental fee and will be refunded after event.)
- **Half of payment is due 6 months in advance** of event \_\_\_\_\_. **Remainder** of payment is due **90 days in advance** of event \_\_\_\_\_.

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- If event is cancelled **damage/security deposit is forfeited.**
- If event is cancelled **within 6 months** of event, the **first half of payment is forfeited.**

### CLEAN UP

- **All trash must be secured and placed in dumpster provided after each event.** Failure to do this will result in loss of deposit. (A charge of \$25.00 will be assessed for each garbage bag not placed in dumpster.) All trash must be picked up on grounds.
- **All food, decorations and rental equipment must be removed** from Melady House the same day of the event or before leaving the premises at checkout.
- **Only those preparing food are allowed in kitchen. Caterer/those preparing food are responsible for securing garbage from kitchen and placing in dumpster provided.** Also, **leave kitchen clean** making sure that everything belonging to Melady House is placed where it was found and microwaves are wiped if used.
- Chairs must be placed on racks or on top of tables before leaving premises.

**Melady House provides all other clean up.**

### SMOKING RULES

- No smoking is permitted inside of Melady House.
- Please use designated smoking receptacles provided for your convenience.

### FURNITURE

- **No furniture or wall décor may be moved from its location.** If you desire any changes they must be made prior to event and by lessee or lessee's designated contact. Melady House owner/representative needs to be made aware of decorations that are moved. A fee will be assessed for items that are not placed back in original location. This includes outside furniture (i.e. chairs, tables, etc.).

**Only battery operated candles are allowed.**

### COOKING/FOOD PREPARATION

- **No cooking is allowed** in Melady House. All food must be brought in **already prepared and cooked.** Only heating of food will be allowed in kitchen. No children are allowed in kitchen at any time. No gatherings are allowed in kitchen except those working as caterers.
- **Bring your own** left over containers and saran wrap/foil. Do not assume that caterer will provide this. Melady House does not keep and/or provide these items.

### PETS

- No pets of any kind are allowed at Melady House during rental.

### SUBLEASING & COMMERCIAL USE

Sub-leasing and commercial use of Melady House is prohibited without written permission from Melady House, LLC.

### UPPER FLOOR USAGE

Lessee, their family or guests are not permitted on the stairs, the second floor or the balcony of Melady House without permission from Melady House, LLC. Failure to follow this rule may result in loss of your damage deposit.

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||| [Pick the date]

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## CONDUCT

Any individual that is considered acting inappropriately, such as performing **unsafe acts or disruptive behavior or using illegal substances**, must be asked to leave the premises by the lessee or by Melady House, LLC representative.

**Children** must be supervised by an adult while attending events at Melady House.

**NO children and only those helping with preparation/serving of food ARE ALLOWED IN KITCHEN AREA DURING RENTAL.** (This rule is required by our Insurance Company for liability reasons.)

## OTHER

This agreement is between the responsible party signing this contract and Melady House, LLC. The performance of this agreement may be terminated due to circumstances making it illegal, impractical or reasonably impossible for Melady House, LLC to provide the services as stated in contract. These circumstances include events caused by acts of God, war, governmental regulations, disaster, civil disaster, or interruption of utility service for sewer, water or power to Melady House. This agreement may be terminated for any one of the above reasons by written notice from Melady House, LLC after learning the basis for termination. Melady House, LLC will be responsible for actual uncoverable expenses incurred by the lessee for the event.

Lessee hereby assumes responsibility for condition of the premises and further agrees to “hold harmless” Melady House, LLC against any claim or injury caused by any defect therein to the lessee or to anyone in, or on, or about the leased premises who derives his right to be thereon from the lessee, unless Melady House, LLC knew or should have known of the defect, or had written notice thereof and failed to remedy said defect within a reasonable period of time.

Guests will be responsible for their own contents while renting premises.

**Any other agreements made at time of rental need to be put in writing.**

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Please remit payments either by mail or you may bring to:

Angie's Piece-A-Cake  
5800 England Drive  
Alexandria, LA 71303

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Lessee Signature

Date

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Melady House Representative Signature

Date

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Mailing address

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Home Phone #

Cell phone #

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Email address

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Lessee's Designated contact

Phone #

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||| [Pick the date]