BELAIR HOMEOWNER’S ASSOCIATION

 COMMUNITY CENTER LEASE AGREEMENT

 **Guidelines for Community Center Rental**

**Requirements:**

a.) Must be a Homeowner in Belair Subdivision;

b.) Homeowners must current with all membership dues;

c.) Homeowner can not have any outstanding covenant violations;

d.) Homeowner must be at function;

e.)Requests can be made in person or via the website; and

f.) To secure the date, the contract must be signed and the booking fee paid.

**Maximum Capacity:**

a.) Great Room - 125 individuals

b.) Pool Area - 50 individuals

**Rental Fees:**

a.) Great Room (5 hours) - $150.00 - Includes the Great Room, kitchen area, hallway and the patio.

b.) Great Room (8 hours) - $225.00 - Includes the Great Room, kitchen area, hallway and the patio.

c.) Swimming Pool (4 hours) - $250.00 - Includes Life Guard(s) - Available only on days that are closed to the general homeowners.

**Additional Fees and Deposits due upon booking event:**

a.) Great Room/Swimming Pool fees;

b.) $50.00 Non-refundable booking fee

c.) $200.00 Damage and Cleaning fee (refundable) - All areas will be inspected after each rental. This deposit will not be returned until inspection has been properly completed.

**Fees to paid at event:**

1. $30.00 Security detail per hour/per officer - with a 4-hour minimum.

**Center Security Requirements (without alcohol beverages):**

a.) More than 70 people at function require 1 security officer

b.) More than 100 people at function require 2 security officers

**EXCEPTIONS FOR ALCOHOLIC BEVERAGES:**

**Alcoholic Beverages and/or with Teenagers Present**

a.) Event host must comply with all alcoholic beverage statues of the State of Louisiana.

b.) Alcoholic beverages are not to be consumed outside of the Belair Community Center. c.) The event host is required to check for proper identification for legal drinking age verification and to refuse alcohol beverage service to any individual at any time.

**Security Requirements (with alcohol beverages):**

a.) 1 to 75 people needs 1 security officer.

b.)76 to 125 people requires 2 security officers.

**-Rules and regulations are subject to change as deemed necessary with notification**

**Please Fill Out:**

This lease is made between Belair Homeowners Association, aka BHOA, located at 2504 Headwaters Drive, Slidell, Louisiana, 70460 and herein referred to as LESSOR AND Herein referred to as the LESSEE:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **NAME**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ADDRESS/LOT NUMBER**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PHONE NUMBER & Email (will be used for contact)**

\_\_\_\_\_\_ Great Room (5 hours) - $150.00 - Includes the Great Room, kitchen area, hallway, 2 restrooms and the patio.

\_\_\_\_\_\_\_ Great Room (8 hours) - $225.00 – Includes the Great Room, kitchen area, hallway, 2 restrooms and the patio.

\_\_\_\_\_\_\_\_ Swimming pool (4hours) - $250- Includes Life Guard(s) – Available only on days that the Center is closed to the general homeowners.

The lease if for the \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year of \_\_\_\_\_\_\_\_\_.

beginning at \_\_\_\_\_\_a.m./p.m. and ending on \_\_\_\_\_\_a.m./p.m.

The LESSEE shall use and occupy the facilities for the purpose for conducting a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only and for no other purpose.

The number of attendees at the event will be limited to \_\_\_\_\_\_\_\_\_\_persons.

Will Alcohol be present? Yes\_\_\_\_\_\_\_\_or No\_\_\_\_\_\_\_\_

Security Guard must be hired for the entire party time.

a.\_\_\_\_\_\_\_One (1) Security Guard will be required for all function in excess of seventy-five(75) attendees;

b.\_\_\_\_\_\_\_ Two(2) Security Guards will be required for all functions in excess of one hundred(100) attendees;

**Security Guards will be hired through Belair Homeowner’s Association using special detailed St. Tammany Parish Deputies at the rate of $30.00 per hour with a minimum of 4 hours. Security guards are to be paid at the event.**

This document represents the entire agreement of the parties. There are no representations not stated herein, and this agreement may be modified only by written execution by both parties hereto.

 SIGNED on this the\_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, year of\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sign here X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BELAIR HOMEOWNERS ASSOCIATION, LESSOR NAME OF LESSEE

**Payments received:**

**Rental Amount $\_\_\_\_\_\_\_\_\_\_ Non-refundable Booking fee $\_\_50.00\_\_\_\_**

1st Money order or cashier’s check (Should include the rental and nonrefundable booking fee)

Money order/cashier’s check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Deposit $\_200.00\_\_\_\_**

2nd Money order/cashier’s check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please make one money order or cashier’s check made payable to Belair Homeowners Association. The first money order or cashier’s check should include the Rental Amount, Non-refundable booking fee. The second money order or cashier’s check should be the Security Deposit of $200. Both money order/cashier checks will be deposited immediately.**

**Should you cancel your event, Belair would send a check returning your rental fee and/or security deposit which can take up to 15 business days. When the party is over and clean Belair will send a check of $200 for the security deposit which can take up to 15 business days.**

**Send money order or cashier’s check and agreement to 826 Union Street Suite 200 New Orleans, LA 70112. Please note ATTN: Diane Belair clubhouse on the envelope.**