

LIBRARY EVENTS CENTER SERVICE OR CONSUMPTION OF ALCOHOL
REQUEST FORM AND AGREEMENT

Date of Rental Application: _____

Organization: _____

Renter/Person Responsible: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Phone: _____

Driver's License/ID#: _____

Email Address: _____

Event Type/Purpose: _____

Event Date: _____ Total Guests: _____

Venue Usage Time: From _____ AM/PM To _____ AM/PM

*Please indicate full venue use time from set-up to departure. The
facility must be vacated by 11:00PM.*

Actual Time of Event: _____ AM/PM

Anticipated End Time of Event: _____ AM/PM

Rules Governing the Serving or Consumption of Alcoholic Beverages in Events Center

Please read and initial each rule below. Please ask for clarification if needed.

_____ Renter must pay for security for any event at which alcoholic beverages will be served.

_____ The number of security personnel required are as follows: (1) one security person for events with no more than 100 attendees; (2) two security persons for events with 101-200 attendees; (3) three security persons for events with 201-300 attendees; (4) four security persons for events with 301-400 attendees; (5) five security persons for events with more than 400 attendees. The Library reserves the unilateral right in its sole discretion to modify the number of security persons required depending on the nature of the event.

_____ An additional charge for one security officer for one hour past the furnished end usage time is required. If the Events Center is cleared before the furnished end time, this amount will be refunded.

_____ If the number of attendees exceeds that initially indicated by Renter, the Library reserves the unilateral right in its sole discretion to call in additional security personnel at Renter's expense or to limit the number of attendees to no more than the number furnished by Renter.

_____ The security personnel will be off-duty Lincoln Parish Sheriff's officers. If Sheriff's officers are not available, then off-duty Ruston Police Department personnel may be utilized.

_____ The Library will arrange the security. The fee for Security Services is the current hourly rate per officer as charged by local law enforcement plus a \$5/hour service fee. The security charges must be paid to the Library no less than 40 days prior to the event. If booked less than 40 days prior to the event, rental amount and deposit are due in full when contract is signed.

_____ All alcoholic beverages must be served to attendees by a caterer licensed by the State of Louisiana and holding a valid Alcoholic Beverage Caterer's permit. A copy of the caterer's permit must be provided to the Events Center Coordinator 14 days before the event or the "Service or Consumption of Alcohol Request Form and Agreement" will be cancelled and no alcoholic beverages will be allowed at the Renter's event. Attendees are prohibited from bringing their own alcoholic beverages into the Events Center (no "BYOB"). No alcoholic beverages shall be served to, or consumed by attendees who have not attained the age of 21 years.

_____ Renters and their attendees may not take alcoholic beverages outside the room or area rented by Renter and the rest rooms adjacent to such room or area. No alcoholic beverages are permitted in the Library or the Library parking lot.

_____ Renter must obtain Special Events Liability Insurance for events with more than 400 attendees. That insurance must furnish a minimum limit of 1 million dollars and name the Library, its Events Center and their employees, agents, representatives, officers and directors as “additional insureds.” Alternately, the Renter can furnish proof of its own insurance that provides equivalent coverage that covers the Library, its Events Center and their employees, agents, representatives, officers and directors as “additional insureds.”

By my initials above and my signature below, I acknowledge that I have reviewed and understood the “Rules Governing the Serving or Consumption of Alcoholic Beverages in the Library Events Center.” I agree to follow those rules and to require that those attending my event also follow those rules.

Signature

Date

FOR OFFICE USE ONLY

Received _____

Approved _____ Denied _____

Coordinator’s Signature: _____ Date: _____

Officers Required _____ Officer(s) Booked _____

Cater’s Permit _____

Liability Required _____ Liability Confirmed _____

Alternate Insurance Confirmed _____

Other _____