

THE MADISON

BANQUET & RECEPTION CENTRE

RENTAL AGREEMENT

The undersigned, here after referred to as the “Lessee” agrees to the following independent covenants relating to the rental of the premises described as “The Madison Banquet and Reception Centre” located at 406 East Madison Street Building B Broussard, LA. 70518 here after referred to as “The Madison or Manager or Management”.

1. The Lessee agrees to pay a rental price of \$_____ for the use of the premises on ____/____/____. The maximum allowed time for your event, including setup, is 12 hours. However, the actual reception/party will be limited to 4 hours (see paragraph 9 for additional details). It is the sole discretion of The Madison as to when the facility will be available for setup. Ceremony rehearsals are limited to one hour with each additional hour costing \$100.00 per hour for ceremony rehearsal.
2. The Lessee agrees to provide The Madison with a deposit of \$_____ to secure the premises for the above-mentioned date. Said deposit is due on date the rental agreement is signed. The remaining balance of the rental amount, beverage package, security & kitchen fees are due at least 30 days prior to the date of the event.
3. Any standard fees shown within this agreement may change and additional fees may apply if the date of event is held on a national or locally recognized holiday. Any use of the balcony and/ or spiral staircase must be approved by Madison management. Disc Jockeys or bands are NOT allowed on the balcony.

4. CANCELLATIONS: In the event of a cancellation no portion of deposit will be refunded. Should the event be cancelled within 60 days of the schedule date, the entire rental price shown in paragraph 1 will be forfeited.
5. The Lessee agrees to keep the premises in good order at all times during the period of the rental, included, but not limited to keeping the aisles between tables clear and unrestricted access to emergency exits.
6. The Lessee agrees to not cause or permit guests to cause damage or waste to the premises or fixtures. *There shall be no attachments of decorations to the walls, ceiling, overhead beams or light fixtures. There shall be no confetti allowed inside or outside. Bird seed, wedding rice, bubbles & sparklers are ONLY allowed outside of the building. No tape shall be applied anywhere on the premises without manager approval.* Lessee acknowledges that the care and use of the premises are under the control of the Lessee, subject to the rules set forth herein, and that the Lessee will oversee the deportment and demeanor of all guests and visitors. Lessee shall not permit any unlawful activity to be conducted on the premises. Placement of the guest sign-in table to subject to management approval.
7. Lessee agrees to indemnify and hold harmless The Madison or its agents, employees and representatives from any claim or loss by reason of the Lessee's use or misuse of the premises and from any claim or loss by reason of any accident or damage to any person or property happening on the premises as a result of the Lessee's failure to comply with the terms herein or the rules set forth herein, or the Lessee's negligence in overseeing the deportment and demeanor of Lessee's guests or visitors to include the use of sparklers.
8. Lessee acknowledges that The Madison requires that uniformed security agent be present on the premises at all times during the period of the rental *when alcoholic beverages are provided*. A second (2) security agent will be required after 250 guests and a third (3) security agent required after 400 guests. Lessee agrees that Lessee is responsible for the costs associated with contracting the security personnel. The Madison will be responsible for arranging to contract the necessary number of security personnel. The cost of contracting security personnel is \$31.25 per hour with a minimum of 4 hours per security agent, per event.
9. BEVERAGES: All beverages, including but not limited to alcoholic beverages consumed on the premises must be purchased from The Madison. Any violation of this policy shall result in eviction from the premises and the forfeiture of all fees paid. Refunds for beverages will NOT be provided after the event should there be fewer guests in attendance than anticipated. One (1) additional bar is required and included in beverage package should the number of guests exceed 250. Additional bar(s) available at Lessee's request at a charge of \$200 per. *A minimum charge of \$1,500.00 will be assessed for any beverage package selected, regardless of the number of guests in attendance. The initial beverage package purchased shall be for 4 hour duration. An additional charge of 25% of total beverage package will be assessed for each additional hour the bar is open. Sales tax of 8.50% excluded from rental amount shown above. If paying with credit card there will be a 3% surcharge.*



OVERVIEW

Below you will find an overview of what you can expect from your experience at The Madison. This is for informational purposes only. All binding policies and procedures are notated in the signed rental agreement.

Rental Fee Includes:

- 30 – 60” round tables for banquet style seating
- 10 – 22” round cocktail tables for standing guests
- Up to 200 white padded chairs (additional chairs rented for \$3.50 per chair + \$99 delivery)
- Client is responsible for all linens
- Use of hi-def projector for photo slide show or video display (client responsible for computer or other electronic device)
- Use of PA speaker system with wired microphone and lectern (wireless microphone can be rented)
- Access to venue for entire day of event starting at 8:00 a.m. (early access may be available if Madison schedule allows)
- Access to courtyard & bridal suite
- Client responsible for setting up tables, chairs, décor, etc.
- Cleanup fee is included

Beverage Package:

- Number of guests used to calculate beverage package is derived from catering invoice
- Minimum \$1,500 beverage package required
- Initial beverage package purchased is for a 4 hour duration (additional hours may be purchased)
- Courteous bar staff outfitted in matching Madison uniforms
- Gratuity for bar staff included
- Champagne for toasting is included
- Up to 20 matching champagne flutes are available for use
- Hybrid packages available allowing for a cash bar option
- Beverages are served in clear plastic cups (glassware can be rented)

Catering:

- Turn-key in-house catering can be provided
- Outside catering may be permitted (subject to The Madison’s discretion and policies)
- All catering deposits and invoices shall be paid directly through The Madison
- 15% kitchen fee applied to food costs regardless of in-house or outside catering (minimum \$250)

Security:

- If alcohol is provided, 1 security officer required up to 250 guests, a second officer is required between 250-400 guests and a third is required over 400 guests.

