



**St. Charles Parish
Department of Parks and Recreation
Spillway Facility Rental
Application Packet**

The following information will assist us when the rental of designated parks is requested.

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GUIDELINES

- Applications will be accepted December 1st prior to the scheduled event for each calendar year. The application packet should be sent to the St. Charles Parish Department of Parks and Recreation Department office, 274 Judge Edward Dufrense Parkway, Luling, La. 70070. The office is open Monday-Friday from 9:00 a.m. to 3:00 p.m.
- **All insurance certificates must accompany rental forms 15 days prior to rental date.**
- Lessee is responsible for the accuracy of information contained in this application packet. Failure to provide accurate information may result in the cancellation of the event or forfeiture of facilities in the future.

FEES

Option 1

Resident Fees:

Rental Fees: \$250 Per Day

Non Resident Fees:

Rental Fees: \$300 Per Day

SECURITY

Security will be provided as determined by the St. Charles Parish Parks and Recreation Department.

**St. Charles Parish Department of Parks and Recreation
Facility Application Form**

Facility Requested: _____ Date: _____

Name of Organization: _____

Address: _____

Contact Person Information:

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____

Copy of Driver's License Provided: Yes _____ No _____

Type of Activity: _____ Clinic _____ Fair _____ Family Reunion _____ other

If other please state what the event is: _____

Details of event:

_____ Rides _____ Jumpers _____ Music _____ Games _____ Beer/Alcohol

Time(s) Requested: _____

Fees:

Resident Fees:

Rental Fees: \$250 Per Day

Non Resident Fees:

Rental Fees: \$300 Per Day

Is Your Organization Non-Profit? _____ Yes _____ No

This is only an application. No sales, publicity or arrangements regarding the event are to be made until the SCP User Agreement has been approved by the Director of SCP Parks and Recreation.

Facility Rental-Bonnet Carre' Spillway Pavilion

Date: _____ Time: _____ Day of Week: _____ Function: _____

Group Representative: _____

Mailing Address _____

Home Phone: _____ Work: _____ Cell: _____

Amount in Group: _____

Rental Fees: Residence - \$250.00 Non- Residence-\$300.00

RESTRICTIONS, GUIDELINES AND STIPULATIONS

1. This is a public facility. Public access may not be restricted.
2. Clean the facility area of all trash, garbage and litter. The area must be left in a neat, orderly manner...
4. Park site hours are 5:00 AM until 10:00 PM.
5. Rental parties are responsible for permits to sell alcoholic beverages.
6. Ordinance 89-5-1 states that special events may require a permit from the St. Charles Parish Sheriff's office.
7. Beverages CAN NOT be in glass containers.
8. Notification or advertisement cannot be given that any event is sponsored by St. Charles Parish Parks and Recreation Department.
9. This permit is valid only for the St. Charles Parish Parks and Recreation site. Which consist of and limited to the twenty-six (26) acres? The remaining acreage of the spillway is in direct control of the U.S. Army Corps of Engineers.
10. You should be aware that this facility is unmanned. There are no lifeguards or other parish personnel on duty at this location. This is a rural and undeveloped area. Swimming and diving are prohibited. You may encounter shallow water, underwater obstacles, and dangerous reptiles such as alligators and venomous snakes. Proper precautions should be taken.
11. A special event permit may also be required from the U.S. Army Corps of Engineers and the St. Charles Parish Sheriff Office. Check by calling prior to the event at (985)-764-0126 and the St. Charles Parish Sheriff Department at (985)-783-1135.

HELP KEEP OUR PARKS CLEAN

I hereby agree to the above restrictions, guideline and stipulations placed on me/us by the St. Charles Parish Parks and Recreation Dept. for the use of the mentioned facility. I have also attached a copy of my driver's license w/form.

Group Representative: _____ Date: _____

Parks and Recreation Worker: _____ Date: _____

Parks and Recreation Director: _____ Date: _____

Hold Harmless and Indemnity Agreement

For and in consideration of rental of property owned by St. Charles Parish, _____
(Group Representative) of _____ (Company or Group Name) hereby
agrees to indemnify and hold harmless St. Charles Parish and their Insurance Company, St. Charles
Parish Parks and Recreation Department; and it's employees, it's insurers, successors/or assigns from any and
all liability or claims, for damages, demands, suits, expenses (including attorney fees) and or injuries
which may occur as a result of said usage.

WAIVER OF SUBROGATION

For and in consideration of the rental of property owned by St. Charles Parish, _____
(Group Representative) of _____ (Company or Group Name) hereby
agrees to waive subrogation against St. Charles Parish, their insurance company, the St. Charles Parish Parks
and Recreation Department, it's employees, insurers and successors /or assigns from any and all bodily injury or
injuries which may occur as a result of said rental.

This agreement shall be subject to laws of the State of Louisiana.

Hahnville, Louisiana this _____ day of _____, 20____.

Parish President

Authorized Signature of Renter

Witness Signature (Sign and Print name & Work Title)

Witness Signature (Sign and Print Name & Work Title)

TO BE COMPLETED BY SCP PARKS & RECREATION DEPARTMENT

CHECK OFF LIST

_____ User agreement form

_____ Copy of certificate of liability insurance with \$ 1 million coverage.
(St Charles Parish as certificate holder)

_____ if applicable host liquor or liquor Liability Insurance (St Charles Parish as certificate holder)

_____ Copy of certificates of insurance for the rides company if applicable.

_____ Hold Harmless Form

_____ Copy of special events permit (if applicable)

_____ Copy of driver's license

_____ Reservation fee

_____ Clean-up Deposit

Recreation Official: _____

Date: _____