

# ***RIVERTOWN RENTAL POLICIES***

## **INDEMNITY**

Any person or organization using City of Kenner Rental Facilities shall agree in writing to hold harmless the City of Kenner, its employees and agents from and against any and all liability which may be alleged or which results from any injury to persons or property caused by or to any person or organization (including its members) or guests connected with any meeting or function at any of the rental facilities. In addition, any person or organization using City of Kenner Rental Facilities shall agree in writing to indemnify the City of Kenner, its employees and agents from and against any and all liability and related legal cost, which liability may be alleged or which results from any injury to persons or property caused by or to any persons or organization (including its members or guests) connected with or attending any meeting or function.

## **POLICIES**

1. All City of Kenner Facilities are booked without regard to any group's creed, point of view or beliefs. The booking of a facility does not constitute any endorsement, sponsorships or support by the City of Kenner. There must be no publicity issued by groups using a facility that their function is City of Kenner sponsored, without the express written consent of the City of Kenner.
2. The City of Kenner reserves the right to pre-empt any activity. Every effort will be made to notify affected bookings as far in advance as possible.
3. No person or groups will be allowed to sell anything, including but not limited to alcoholic beverages, concessions or operate games of chance without the proper permits and without City approval.
4. Fundraising and commercial activities are generally prohibited – no actual selling or contracting to sell may take place upon City of Kenner premises.
5. City of Kenner provides personnel at its facilities for general supervision. The City of Kenner provides no assistance for set up of special equipment such as audio visual, special lighting, decorations, etc. There will be certain events that will require additional supervision, security or maintenance personnel. The person/organization scheduling events that are identified as requiring additional security will be notified of this fact at the time of notification of approval of the application. The number of security personnel required will be determined by the City. The City of Kenner will arrange for security at which time the promoter will be notified of the cost.
6. The following are identified as some of the events that require security:
  - a) Dances involving any age group.
  - b) Teenage social events, regardless of number of participants.
  - c) Any event where alcohol is served.
  - d) Graduation parties for college, high school, junior or middle school.
  - e) Events where more than 50 people will be in attendance.
  - f) Any other event for which the City of Kenner deems security is necessary.

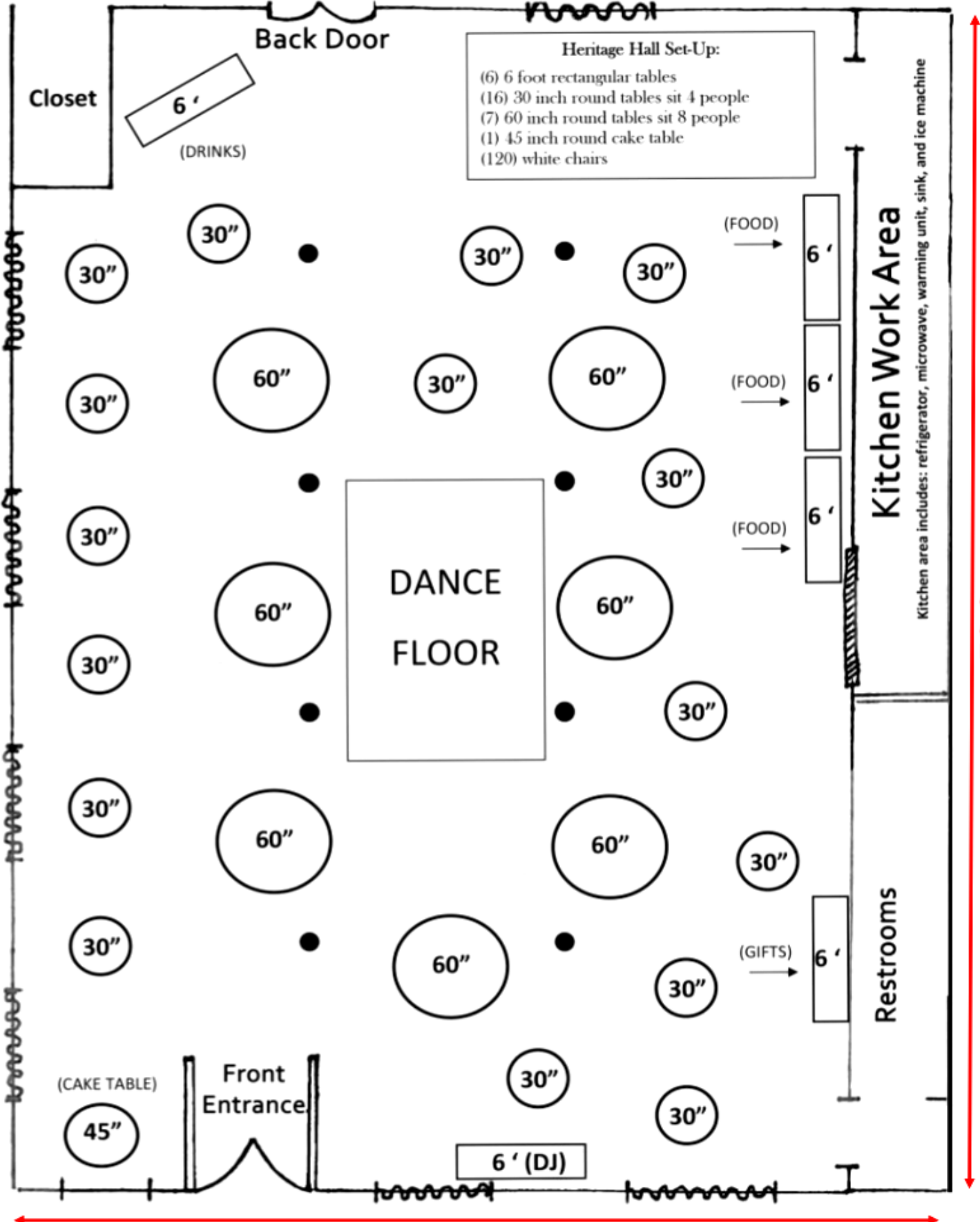
7. The City of Kenner reserves the right to cancel future confirmed bookings or reject future reservations for any person or groups not complying with these stated rules and regulations.
8. The City of Kenner assumes no responsibility whatsoever for any property placed in City facilities. The City of Kenner is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained in connection with or as a result of a function held at Kenner's Rental Facilities.
9. Decorations can be tied or freestanding only. No nails, tacks, tape, command hooks, etc. will be permitted on the walls, ceiling, furniture, etc. Violators will forfeit damage deposit. All decorations must be removed from the building at the end of the event. The City of Kenner is NOT responsible for any supplies or items left in the facility. No confetti, glitter or sprinkles will be allowed as decoration. Balloons are allowed with proper weights attached only.
10. Bands – Music must adhere to the City of Kenner Noise Ordinance #7297, Section 7-166 of the Code of Ordinances.
11. As a place of assembly the occupancy load was determined by square feet according to safety code. The number of individuals permitted is posted within the rooms and must be strictly followed.
12. The use of tobacco in any form is not permitted, in accordance with City of Kenner Ordinance #7297, Section 7-177 of the Code of Ordinances.
13. Cooking with an open flame by individuals is prohibited indoors and outdoors at all Kenner Rental Facilities. No boiling of seafood or barbecues are allowed. No consumption of boiled seafood is allowed.
14. Firearms, fireworks, explosives, bows and arrows, pellet guns, B.B. guns, sling shots, javelins and discus are not permitted.
15. A general set-up of tables and chairs will be provided at all indoor facilities. User is responsible for all changes desired to table and chair layout and set up. User is responsible for supplying all necessary event equipment including chafing dishes, serving utensils, table ware, table linens, etc. **NO WI-FI** is available at any City of Kenner facility. All vehicles must park in designated areas – never on the grass or brick pavers.
16. No go carts, skateboards, roller blades, bicycles or motorized vehicles allowed on walking tracks, sidewalks, or pathways of any Kenner Rental Facility.
17. For profit organizations/companies are not allowed to make any profit through the use of Kenner Rental Facilities.
18. Set-up time is one hour before event and clean-up time is one hour after event. Additional set-up time is limited to two additional hours and must be pre-arranged at least 14 days prior to date of event. If party exceeds one hour of clean-up time, damage deposit is subject to forfeiture.

19. All functions must end no later than 11 pm. One hour from 11 pm until 12 am may be used for the clean-up and exiting of all facilities.
20. Booking of events will be considered on a first-come, first-served basis. City of Kenner events will take precedence over all other bookings.
21. Heritage **Park** does NOT come equipped with tables and chairs. User is responsible for supplying such equipment. Tables, chairs and other equipment from the indoor facilities may **NOT** be brought outside. In addition, the use of certain items such as tents, dance floors, specialty lighting, etc. are subject to the City of Kenner's Code of Ordinances and departmental policies. Permission must be obtained prior to the use of these items in Heritage Park and may be subject to additional fees.
22. Due to its close proximity to the airport, events planning to include balloon or lantern releases in Heritage Park must obtain express written permission from Louis Armstrong New Orleans International Airport. A copy of this written permission must be provided to the City of Kenner before any such activity will be allowed.
23. Heritage Park is maintained on a regular basis by regular work crews, i.e. grass cutting, tree trimming, pressure washing, etc. Rental of the park constitutes acceptance of the park "as is". Modifications to landscaping, shrubbery, lighting, buildings, etc. will not be performed on a per event basis.

### **Cancellation/Refunds**

- Cancellations must be made in writing at least 10 calendar days prior to the date of the event **AND** another customer must book your cancelled date in order to receive a refund of any money paid on your reservation.
- The \$10.00 reservation fee is non-refundable.
- Cancellations received within 10 days prior to event will not receive a refund.
- *WEATHER CONDITIONS*: The weather is always a factor in booking an event. The City of Kenner has certain administrative and cleaning expenses in reserving rental facilities. If the event is cancelled, the City still has these expenses. Fees will not automatically be refunded. The following policy will be followed:
  - a). The \$10.00 reservation fee will not be refunded
  - b). Rental fee will not be refunded to persons or groups that cancel their booking during the 10-day calendar period prior to the booking based on weather forecasts or anticipated bad weather.
  - c). If the weather on the date of the scheduled event is so severe to cause widespread cancellation to all groups using the facility on that day, the City of Kenner will do the following:
    1. Allow groups to book another date at the same facility at no charge.

**Questions? Please contact Heidi Glorioso at 504-468-7231 or [hglorioso@kenner.la.us](mailto:hglorioso@kenner.la.us)**



**Heritage Hall Set-Up:**  
(6) 6 foot rectangular tables  
(16) 30 inch round tables sit 4 people  
(7) 60 inch round tables sit 8 people  
(1) 45 inch round cake table  
(120) white chairs

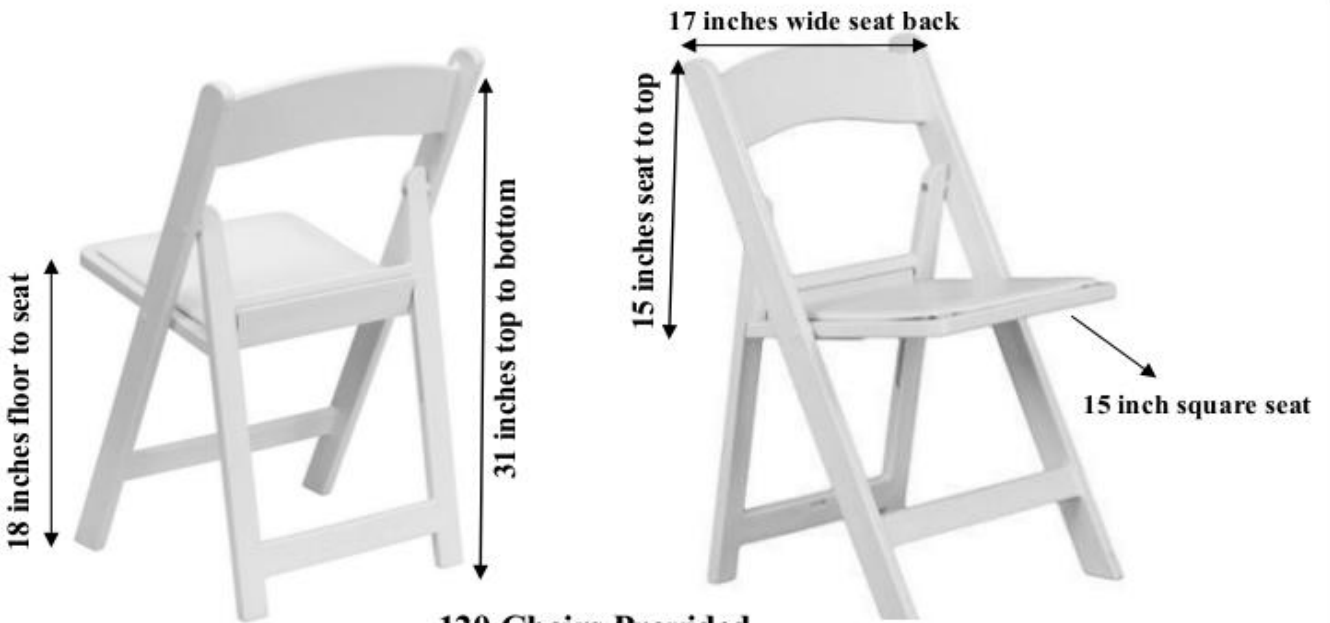
**Kitchen Work Area**  
Kitchen area includes: refrigerator, microwave, warming unit, sink, and ice machine

**58 feet**

**47 feet**

**Approx. 2726 sq. ft.**

## Heritage Hall Equipment



120 Chairs Provided

60 inch round tables = 7 provided  
\*Requires 120 inch tablecloth to reach floor



30 inch round tables = 16 provided  
\*Requires 90 inch tablecloth to reach floor



45 inch round cake table = 1 provided  
\*Requires 108 inch tablecloth to reach floor



6 foot rectangular tables = 6 provided  
\*Requires 90 inch x 132 inch tablecloth to reach floor

