



Park Rental Agreement

Anna Grey Noe Park • Henry Bry Park • Riverwalk

Downtown RiverMarket & Development

A Division of the City of Monroe Department of Community Affairs

401 Lea Joyner Memorial Expressway, Monroe, LA 71201

Renter Name _____ Business Name (if applicable) _____

Address _____

City _____ State _____ Zipcode _____

Phone _____ Alternative Phone _____ E-mail _____

Name of Park _____ Area Reserved _____

Date of Event _____ Rental Time ____ [AM] [PM] to ____ [AM] [PM]

Description of Event (i.e., Johnson Wedding) _____

Event type: [PUBLIC] [PRIVATE] Estimated Attendance _____ Will tickets be sold? [YES] [NO]

Office Use Only:

Rental Fee _____ Damage Deposit ____ Other _____ Total _____

Amount Paid _____ Check # _____ Receipt # _____

By signing this form, the renter acknowledges receipt of all park rental rules and regulations.

Print Name _____ Signature _____ Date _____

Downtown RiverMarket Rep. Signature _____ Date _____

OFFICE USE ONLY

Deposit Paid	<input type="checkbox"/>	Date Completed _____	Amount _____	Ck# _____
Rental Fee Paid	<input type="checkbox"/>	Date Completed _____	Amount _____	Ck# _____
W9 Completed	<input type="checkbox"/>	Date Completed _____		
City of Monroe Special Events Permit	<input type="checkbox"/>	Date Completed _____		
Insurance Certificate	<input type="checkbox"/>	Date Completed _____		
Security Booked	<input type="checkbox"/>	Date Completed _____	Badge Numbers: _____	
Is alcohol being served?	<input type="checkbox"/> [Y] <input type="checkbox"/> [N]	[Public] or [Private] (circle one)		
Open Container Waiver	<input type="checkbox"/>	Date Completed _____		
Letter from Mayor	<input type="checkbox"/>	Date Completed _____		
ATC Permit	<input type="checkbox"/>	Date Completed _____	(Not required if private event)	