



# 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)	