



## Park Rental Information

*Anna Gray Noe Park • Henry Bry Park • RiverWalk*

### **Downtown RiverMarket & Development**

*A Division of the City of Monroe Department of Community Affairs*

**401 Lea Joyner Expressway • Monroe, LA 71201**

**To host your event in one of the downtown parks,  
please contact: [REDACTED] at 318-807-1737**

- After reserving the venue, you will need to complete a Special Event Permit, which is available in our office or at <http://www.monroela.us/police-parade-permit.php>. This must be completed and turned into the Monroe Police Department at least two (2) weeks prior to the event.
- Security *must* be provided through the Monroe Police Department. All fees for security will be paid through the City of Monroe.
  - Music and volume of music control is at the discretion of provided security.
  - There is a *three hour minimum* for all security guards.
  - Security must be present *thirty minutes before and after* event.
  - Depending on the presence of alcohol, number of guests, and venue, the number of security guards and fees may be adjusted from the following:
  - **If alcohol will be sold or served:**
    - A minimum of two officers must be present (with 50 or fewer guests)
    - There is a \$30/hour charge for *each* officer
  - **If alcohol will not be sold or served:**
    - A minimum of one officer must be present (with 50 or fewer guests)
    - There is a \$25/hour charge for *each* officer.
- Litter Cleanup: Arrangements must be made for litter cleanup. Area must be left free of debris and without damage in order to receive damage deposit back. Trash receptacles are provided at all venues. Deposit will be mailed to renter within 15 business days after the event.
- Utilities: You may need to meet on-site with a staff member in order to determine if utilities are available and sufficient to satisfy the needs of the event. Please address this at least one week before your event date.
- Insurance: All special events are required to have a minimum of \$1,000,000 liability insurance coverage and should list the City of Monroe as insured.
- If you have technical needs, such as sound and lighting, contact Chris Kidd, Technical Director at 318-329-2343.
- Payment: checks or cashier checks will be accepted from businesses, schools, churches, civic organizations, as well as personal checks.
- At the time of the event, proof of payment, all necessary permits, and rental agreements must be present

Rental Conditions

1. For and in consideration of the sum hereinafter specified, the Downtown RiverMarket & Development Division grants the following spaces.
2. The Permittee agrees to pay City of Monroe rent for said space and agrees to pay the following.
3. This rental fee does not include stage hands, special police, or license fees and taxes.
4. City of Monroe/Downtown RiverMarket & Development reserve the right to cancel any booking in its sole discretion if the attraction is not of sufficient quality.
5. The Permittee shall notify the US Department of Internal Revenue of the number of tickets sold and the amount of tax due thereon, and shall be responsible for filing federal, state, and local returns and for payments of all taxes due. Permittee is further responsible for obtaining all necessary licenses, including, but not limited to, an occupational license tax, and W-2, a copy of which shall be forwarded to Downtown RiverMarket & Development Division office no later than 7 days prior to event.
6. The Downtown RiverMarket & Development is not responsible for any loss or damage to machinery, equipment, or any property of the Permittee caused by theft, fire, riot, strikers, acts of God, or any other abuse of whatever nature or kind.
7. The Permittee shall be liable for all damage to buildings and equipment, reasonable wear and tear accepted, and agrees to indemnify and hold the city harmless from any claims or suits arising out of injury or death to any person or damage to property resulting from use of park or Riverwalk. Permittee may be required to furnish an appropriate certificate of insurance when deemed necessary.
8. Full rental price should be paid before event one week prior to event.
9. In case suit or action is instituted by city to enforce compliance with this agreement, city shall be entitled in addition to the costs and disbursement provided by the statute to such additional sum in money of the US as the court may adjudge reasonable for attorney's fees to be allowed in said suit or action
10. The Downtown RiverMarket & Development may terminate any grant of space to the Permittee if use of the property shall in any way conflict with federal, state, or local laws, or if the occupancy shall operate to discredit the City of Monroe.
11. Any representation in obtaining this permit shall be grounds for immediate cancellation of permit by City of Monroe without further recourse on the part of the Permittee.
12. This Permittee may be required to provide \$1,000,000 liability insurance to cover City of Monroe and Downtown RiverMarket & Development Division.

<b>Park</b>	<b>Fee*</b>	<b>Refundable Damage Deposit**</b>
Bry Park	\$25 up to 4 hours \$25/each additional hour	\$50
Anna Gray Noe Park	\$25 up to 4 hours \$25/each additional hour	\$50
Riverwalk	\$350 up to 4 hours \$100/each additional hour	\$50
Pavilion (long)	\$50 up to each 4 hours \$25/each additional hour	\$50
Pavilion (short)	\$25 up to 4 hours \$25/each additional hour	\$50
Amphitheater	\$25/hour	\$50
Gazebo area	\$50 up to 4 hours \$25/each additional hour	\$50

\*These fees do not include security. Please see first page for information on security fees.

\*\* Damage deposit will be mailed to renter within 15 days of event, provided there is no damage to the venue or litter left on the premises.

**By signing below, you acknowledge that you have read, understood, and agreed to the above.**

**Signature of Renter:** \_\_\_\_\_ **Print:** \_\_\_\_\_

**Date** \_\_\_\_\_



# Park Rental Security

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      - There is a \$25/hour charge for *each* officer.

Estimated attendance: \_\_\_\_\_

Will you be serving or selling alcoholic beverages?

Yes

No

For RiverMarket & Development Representative	
Number of officers: _____	Pay rate: _____
Total: _____	

**By signing below, you acknowledge that you have read, understood, and agreed to the above.**

Signature of Renter: \_\_\_\_\_ Print: \_\_\_\_\_

Signature of RiverMarket & Development Representative: \_\_\_\_\_

Date: \_\_\_\_\_



# Park Rental Agreement

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**401 Lea Joyner Expressway • Monroe, LA 71201**

Name of Park: \_\_\_\_\_ Area Reserved: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Rental time: \_\_\_\_\_ to \_\_\_\_\_

Description of Event: \_\_\_\_\_  
(i.e.: Johnson wedding)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

Address where deposit refund should be sent, if different from above: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Damage Deposit: **\$50**

Additional Charges: \_\_\_\_\_ Total: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Print: \_\_\_\_\_

Signature of RiverMarket & Development Representative: \_\_\_\_\_

Date: \_\_\_\_\_