

CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC)

Facility Use Agreement

24130 Ferdinand Street ♦ Plaquemine, LA 70764-3214

225-687-3116 ♦ Website: www.plaquemine.org

COPAC ALL INCLUSIVE LEASE

Instructions: Attached is the Rental Lease for the City of Plaquemine Activity Center (COPAC). There are three (3) attachments to the lease:

Attachment "A" – COPAC GYM

Attachment "B" – COPAC FOOTBALL FIELD

Attachment "C" – COPAC GROUNDS

Please fill out the appropriate attachment for the area of COPAC you will be utilizing for your event. Please make sure you initial each page in the lower right hand corner and that you have placed your signature where required.

Should you have any questions, please feel to free contact us at:

City of Plaquemine Mayor's Office

Plaquemine City Hall – 3rd Floor

23640 Railroad Avenue, Plaquemine, LA 70764

Office Hours: 8:00 AM to 4:30 PM – Monday through Friday

Telephone: 225-687-3116 or FAX: 225-685-1194



CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC)

Facility Use Agreement

Physical Address: 24130 Ferdinand Street, Plaquemine, LA 70764-3214 • Mailing Address: P.O. Box 675, Plaquemine, LA 70765-0675
Telephone: 225-687-3116 • Telecopy: 225-685-1194 • Website: www.plaquemine.org

This agreement is between the CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC) and

(Organization name)

(Individual or organization representative – **MUST BE 21 YEARS OF AGE – IDENTIFICATION MAY BE REQUIRED**)

(Mailing address)

Email address: _____

Home Phone # _____

Fax # _____

Work Phone # _____

Cell Phone # _____

Date(s) of rental: _____

Time of Rental: _____

The purpose of the use is: _____

Total hour(s) of rental: _____, including decorating and activity

The portion(s) of the COPAC building/property to be rented is/are:

Gym Grounds Football field Special Event Est. no. of participants _____

The City of Plaquemine Activity Center (known as COPAC), herein represented by its duly authorized officer, the Honorable Mark A. "Tony" Gulotta, Mayor, or his designee, whose mailing address is declared to be Post Office Box 675, Plaquemine, Louisiana 70765-0675 (hereinafter referred to as "Grantor") and the above-mentioned organization/individual (hereinafter referred to as "Grantee") hereby covenants and agrees to the following agreement:

- Grantor hereby agrees to permit Grantee and its agent(s) to use the premises at the **COPAC GYM**, more specifically described on **Attachment "A"** made part of this Agreement by reference.
- The Agreement is granted in and for the consideration of the public benefits to be derived from the functions to be conducted and the rental/use payments on **FOOTBALL FIELD** by Grantee to Grantor set forth in **Attachment "B"** made a part of this Agreement by reference.
- Grantee is entitled to the use of the **COPAC GROUNDS** identified above as set forth in **Attachment "C"** made a part of this Agreement by reference.

The Grantee agrees to lease the above stated property for the time and purpose herein specified, and upon the following terms and conditions, to wit:

1. The Grantee agrees that unless specifically authorized, no activity will be concluded later than 10:00 p.m., unless approved by Mayor or his designee.
2. The room, property and facilities shall be used for the purpose stated above and for no other purpose unless prior notice is provided, in writing, to the *City of Plaquemine Activity Center (COPAC), Plaquemine City Hall, P.O. Box 675, Plaquemine, LA 70765-0675.*
3. It is understood and agreed that this Agreement or any part thereof cannot be assigned by Grantee to any other person(s) or parties, nor allow any use of said leased premises other than herein specified, nor sublet said premises without the expressed written consent of Grantor.

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4. Grounds, facilities and other improvements are owned by Grantor, more particularly but not limited to restrooms and parking areas (excluding office, custodial living quarters/grounds and administrative facilities) already situated in the premises as a part of this Agreement.
5. Grantee shall not admit to said premises, a larger number of persons than the seating or other capacity of the premises will accommodate, or can safely or freely move about in said leased premises. The decision of the Grantor in this manner shall be final and in accordance with the federal, state and local fire laws and safety regulations.
6. Grantor must keep and maintain said grounds, facilities and other improvements in good operating condition. Grantee is liable for the repair of any damage to said grounds, facilities and other improvements. Grantee agrees to maintain the leased premises in good and proper order and to return the same in the condition received, reasonable wear and tear accepted. Grantee shall not bring nor permit any person(s) to bring into the leased premises any animal or any other property of any kind without consent of the Grantor and Grantee shall not cause or permit any nails or other fixtures to be attached to any portion of the building, nor any signs to be affixed to the exterior thereof or cause or permit any changes, alterations, repairs, painting or staining of any part of the leased property or the furnishings thereof, nor permit to be done anything which will damage or change the finish or appearance of the building or the furnishings thereof. Grantee will not cause or put up any decorations without prior consent of Grantor. Grantor reserves the right at any time to require Grantee to remove from the leased premises any animals, furniture, fixtures, wiring, exhibits and other items placed therein without the consent of Grantor.
7. If in connection with the purpose or use of the leased premises, any permanent structure or portion of any permanent structure is moved or removed by Grantee, Grantee agrees to pay the cost of replacing same and replacing the permanent structure back into the same condition as such was prior to such removal, such removal being accomplished only after expressed written consent of Grantor is obtained.
8. Grantee agrees to pay all costs associated with the proposed program and to secure all local, state and/or federal license(s) and/or permit(s) necessary for the operation of the premises. Grantee assumes responsibility for the meeting, program or event for which the property above described is being leased and the Grantor, its directors, agents or officers are not to be, and shall not be, considered in any way affiliated with Grantee as a co-partner. Grantee will assume full responsibility for the condition of leased premises and agrees to indemnify Grantor against liability to the third persons resulting from damages or injury thereto. Grantee further agrees to indemnify and hold Grantor harmless against any loss or liability for an account of any injury to (including cost, attorney fees and expenses incidental thereto, arising from Grantee's occupancy of the leased premises). Grantee further assumes full responsibility for the character, action and conduct of all persons admitted to said leased premises or to any portion of said leased premises or to any portion of said leased premises by the consent of said Grantee or by or with the consent of the Grantee's employees or any person acting for or on behalf of the said Grantee and Grantee agrees that at his/her expense to have on hand at all times sufficient security force, stage hands and other personnel to maintain order protecting all persons and property the sufficiency of and the type of security force to meet the approval of the Grantor. All security or other protective service desired by the Grantee must be arranged for by special agreement with the Grantor. Any servant or employees that Grantee may require for its purposes, whether security force, stage hands, personnel or otherwise, shall be employed by Grantee and shall be servants of Grantee.
9. Grantor shall have the sole right to collect and save any articles left on the leased premises by persons attending any performance, exhibition, event, program or entertainment given or held on the premises. Grantee further agrees to indemnify and hold Grantor harmless against any loss or liability for or on account of said articles left on the premises.
10. The Grantee hereby agrees that no additional time shall be taken for the occupancy of the premises or for the installation or removal of any equipment without direct permission of the Grantor. The Grantee agrees that all equipment, baggage or paraphernalia which it may place on said premises shall be removed and taken out and off of the premises before the time specified at the end of this lease, and if the Grantee fails to do so, the Grantor may remove said property from the premises and the expenses of removal shall be paid by the Grantee.
11. Grantor will furnish electricity and lights according to present facilities in the premises covered by this Agreement and no gasoline, oil, or other artificial lighting be light plant or electrical equipment shall be permitted on the leased premises and no engine or motor or machinery shall be operated on said premises and no bottled gas or combustible or potentially explosive substance shall be brought on the leased premises without the **expressed written consent of Grantor**.

CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC)

Facility Use Agreement

12. Grantee shall comply with any laws, local and state, including those administered and directed by the State Board of Health. Grantee agrees to conduct the operation of the premises at all times in a manner as to reflect credit on the Grantor by the service rendered to the public and to adhere to all rules and regulations of the City of Plaquemine.

13. In the event that an emergency situation is declared by the Emergency Preparedness Director, Grantor reserves the right to cancel any scheduled event. Grantor agrees to remit all deposits to Grantee, if requested, or further agrees to reschedule Grantee event at the earliest available time. Grantee agrees to hold Grantor harmless against any loss or inconvenience due to a cancellation.

14. If admission is charged to the function, or items are sold, the Grantee agrees to pay directly to the United States Department of Revenue any and all federal taxes and to the Collector of Revenue for the State of Louisiana and the Parish of Iberville, all applicable taxes, which may be due or payable because of such admission charge or sale proceeds.

15. The Grantee shall be responsible for all crowd control and law enforcement and shall furnish the necessary law enforcement personnel to ensure proper control. The Grantee is responsible for providing payments of guards, law enforcement officers or chaperons during the scheduled event(s). Certification that such assistance will be rendered must be furnished to the Grantor at least ten (10) days prior to the scheduled event, if deemed necessary by the Grantor in its sole discretion.

16. The Grantee is responsible for providing a clean-up of the grounds and facility and for ensuring that the grounds and facility are restored to the condition which they were found.

17. The Grantee shall assume full responsibility for all its activities and programs and shall seek to satisfy all complaints and concerns arising from such activities. The Grantee shall be responsible to furnish and render emergency first aid assistance to users and shall have on the area a person certified to the condition which they were found. Grantee shall indemnify and hold Grantor harmless from all claims (including attorney's fees, costs and expenses of defending against such claims) arising from the negligence or willful misconduct of Grantee or Grantee's agents or employees in or about the premises identified above.

18. Should any of the provisions herein stipulated not be complied with, at the option of the Grantor, this Agreement may be canceled and terminated at will of Grantor by written notification to Grantee advising Grantee of cause and basis of cancellation and termination. Grantee shall pay the cost of repairing any and all damage which may be done to the leased property or any of the fixtures, furniture, furnishings thereof by any act of Grantee or any of Grantee's employees or agents or anyone visiting the leased premises upon invitation of Grantee, including the patrons of the function for which Grantee is hereby renting the premises herein above described. It is expressly agreed that the decision of the Grantor shall be final, unless within three (3) days after he renders his decision, Grantee shall give written notice to *City of Plaquemine Activity Center (COPAC), Plaquemine City Hall, Post Office Box 675, Plaquemine, LA 70765-0675*, of its desire to appeal such decision. In the event of appeal, Grantee shall fully state the particulars and grounds upon which it considers the decision incorrect and no further objection thereto other than the objections so stated will be considered by the City of Plaquemine. The decision of the Mayor shall be final. Any matter not herein expressly provided for shall be determined solely within the discretion of the Grantor.

19. If any provision of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

BY SIGNING THIS AGREEMENT, THE GRANTEE ACKNOWLEDGES THAT GRANTEE HAS READ AND UNDERSTANDS ALL OF THE TERMS AND CONDITIONS OF THIS FACILITY USE AGREEMENT AND WILL ABIDE THEREBY. DO NOT SIGN THIS AGREEMENT UNTIL YOU HAVE READ EACH PARAGRAPH AND INITIALED EACH PAGE OF THE FACILITY USE AGREEMENT.

Thus done and signed on this _____ day of _____, 20_____ in Plaquemine, Louisiana, in the presence of the undersigned competent witnesses.

WITNESSES:

CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC)

BY: _____

MAYOR OR HIS DESIGNEE

**CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC)
Facility Use Agreement**

GRANTEE

WAIVER OF LIABILITY TO THE CITY OF PLAQUEMINE

(Organization name)

(Individual or organization representative)

(Mailing Address)

(Phone numbers)

On behalf of the above-mentioned organization, I hereby declare that I am of the full age of majority. I further declare that I am able to read and write the English language and that I am under no infirmities or disabilities at the time of the execution of this Waiver of Liability.

The above-mentioned organization hereby agrees to hold the City of Plaquemine, Louisiana, harmless and to indemnify it against all loss or damage, including reasonable attorney fees, resulting from the acts or omissions of myself, my agents, employees, and contractors, or any member of the above-mentioned organization regarding to or in any way connected with the activities, endeavors and actions with the City of Plaquemine Activity Center ("COPAC").

The above-mentioned organization hereby further waives surrenders and relinquishes any and all rights, causes of action and/or choices of action against the City of Plaquemine, Louisiana, which may arise from my participation any personal injuries that it may incur from the participation with the playing of any athletic and/or recreational activity in the COPAC facility. The above-mentioned organization hereby agrees to hold the City of Plaquemine, Louisiana, harmless and to indemnify it against all loss or damage, including reasonable attorney fees, should the City of Plaquemine be joined as a party Defendant, Third Party Defendant in any litigation resulting from or in any way connected with the participation and activity in the COPAC facility.

Plaquemine, Louisiana, on this day _____ of _____, 20____.

Organization Representative Signature

**Insurance coverage may be required; if coverage waived, a waiver of liability must be signed.
PLEASE CHECK WITH THE MAYOR'S OFFICE TO SEE IF INSURANCE COVERAGE IS REQUIRED.**

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**ATTACHMENT "A"
COPAC GYM**

1. The total amount of payment for the rental use is: \$ _____ Dollars.

NON LEAGUES PRACTICE TIME
◇ Weekdays or weekends - \$30 per hour
GAMES / TOURNAMENTS
◇ Weekends - \$200 per day
◇ \$50 Clean up fee required per game
◇ Required to sign a waiver of liability

LEAGUES
◇ To qualify for league rates - the league must book gym at least fifty (50) hours within a three (3) month period
◇ Team schedule required to be submitted prior to game season
◇ All leagues must provide proof of insurance annually
PRACTICE
◇ Weekdays - \$20 per hour
◇ Weekends - \$20 per hour
GAMES/TOURNAMENT
◇ \$200 per day
◇ \$50 Clean up fee required Per game

SPECIAL EVENTS/LARGE CROWD EVENTS
◇ \$250.00 per day (8:00 am to 8:00 pm)
◇ \$100 Refundable damage deposit required
◇ \$100.00 Clean up fee required
◇ Insurance coverage may be required; if coverage waived, a waiver of liability must be signed

OTHER EVENTS (Educational and non-athletic events)
◇ \$25.00 per hour or \$200.00 per day (for 2 hours or more)
◇ \$50.00 per day for Gym Classroom
◇ \$50.00 - \$100.00 Clean up fee required (Dependant on event size)
◇ \$40.00 Concession stand rental with event
◇ \$100.00 Refundable damage deposit required
◇ Insurance coverage may be required; if coverage waived, a waiver of liability must be signed

2. Cancellation or change of date by the Grantee must be requested by telephone (225-687-3116) by 3:30 pm on the Friday prior to the schedule week, which runs Monday through Sunday. All rentals and deposits will be forfeited if canceled later than this time.

3. Grantee shall provide a written certificate of insurance coverage in the amount of \$ _____ Dollars in connection with the proposed activity, as required by Grantor.

4. Any extraneous equipment such as may be required by a band or for musical accompaniment must be removed by 12:00 noon the day following the scheduled event or it will be disposed of at the discretion of the City of Plaquemine, if applicable.

5. Should the Grantee serve or have alcohol for sale at the function, the Grantee is required to obtain all necessary state and local licenses/permits pertaining to the sale of alcohol. Grantee is further required to provide a photostatic copy of said licenses/permits to Grantor with the balance of the rental not less than five (5) days prior to the event.

6. Grantee further agrees that no alcoholic beverages shall be sold or served to any person under the age of twenty-one (21) years, unless such person submits a driver's license, selective service card, or other lawful identification which, on its face, establishes the age of the person as twenty-one (21) years or older and there is no reason to doubt the authenticity or correctness of the identification.

7. Grantee further agrees to adhere to the following special provisions:

- Tie up all garbage (extra bags available in gym concession stand).
- Pick up and remove trash in bleacher stand area and grounds, if applicable.
- Pick up and remove all food items.
- Wipe concessions stand countertop, if applicable.
- Check restrooms - make sure toilets are flushed and lavatory faucets are not dripping.
- City of Plaquemine Police Dept – 225-687-9723; City Fire Dept – 225-687-7335**

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ATTACHMENT "B"

COPAC FOOTBALL FIELD

1. The total amount of payment for the rental fee for football games, football scrimmages, special events, and large crowds is: \$ _____ Dollars.

- | |
|---|
| <ul style="list-style-type: none">◇ All practices are free – must be booked in advance◇ \$100.00 per day for games◇ \$150.00 per night game (beginning after 6:00 pm)◇ \$100.00 Clean up fee required per game◇ Insurance coverage required |
|---|

- | |
|--|
| <p>SPECIAL EVENTS/LARGE CROWD EVENTS</p> <ul style="list-style-type: none">◇ \$250.00 per day (8:00 am to 8:00 pm)◇ \$100.00 Clean up fee required◇ Insurance coverage required |
|--|

2. The balance of the rental must be paid not less than **ten (10) days** prior to the event or by _____, 20_____. Any balance, rental, or deposit not paid by this time will result in cancellation of this lease and forfeiture of all rent and/or deposit(s) made.

3. Grantee shall provide a written certificate of insurance coverage in the amount of \$ _____ Dollars in connection with the proposed activity, as required by Grantor.

4. Grantee shall submit for approval by COPAC a schedule of events for its proposed activities and programs on or before _____, 20 ____.

5. Cancellation or change of date by the Grantee must be requested by telephone (225-687-3116) by 3:30 pm on the Friday prior to the schedule week, which runs Monday through Sunday. All rentals and deposits will be forfeited if canceled later than this time.

6. Any extraneous equipment such as may be required by a band or for musical accompaniment must be removed by 12:00 noon the day following the scheduled event or it will be disposed of at the discretion of the City of Plaquemine, if applicable.

7. No overnight camping allowed on COPAC grounds without prior consent of Grantor.

8. No alcoholic beverages or drinks of any kind shall be allowed on the COPAC field, and it is the Grantee's responsibility to restrict such use. It is the Grantee's responsibility to restrict such use.

9. Grantee further agrees to adhere to the following special provisions:

- Tie up all garbage (extra bags available in gym concession stand).
- Pick up and remove trash in bleacher stand area and grounds, if applicable.
- Pick up and remove all food items.
- Wipe concessions stand countertop, if applicable.
- Check restrooms - make sure toilets are flushed and lavatory faucets are not dripping.
- Available telephone for local calls only (Phone # 225 687-7023)
This is an unpublished telephone number.
- City of Plaquemine Police Dept – 225-687-9723; City Fire Dept – 225-687-7335**

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**ATTACHMENT "C"
COPAC GROUNDS**

1. The total amount of payment for the rental fee is: \$ _____ Dollars.

SPECIAL EVENTS/LARGE CROWD EVENTS/OTHER EVENTS

- ◇ \$300.00 per day (8:00 am to 8:00 pm)
- ◇ \$100.00 Clean up fee required
- ◇ \$100.00 Refundable damage deposit required
- ◇ Insurance coverage may be required

2. The minimum One Hundred and no/100 (\$100.00) Dollar deposit or the total rent will be paid at the time the date of use is reserved, unless waived by Mayor or his designee. This deposit will be refunded if the building is left undamaged.

3. The balance of the rental must be paid not less than **ten (10) days** prior to the event. Grantee shall also pay a Non-refundable One Hundred and no/100 (\$100.00) Dollar clean-up fee, by check or money order, not less than ten (10) days prior to the event. Any balance, rental, or deposit not paid by this time will result in cancellation of this lease and forfeiture of all rent and/or deposit(s) made.

4. Grantee shall submit for approval by COPAC a schedule of events for its proposed activities and programs on or before _____, 20_____.

5. Cancellation or change of date by the Grantee must be requested by telephone (225-687-3116) by 3:30 pm on the Friday prior to the schedule week, which runs Monday through Sunday. All rentals and deposits will be forfeited if canceled later than this time.

6. Any extraneous equipment such as may be required by a band or for musical accompaniment must be removed by 12:00 noon the day following the scheduled event or it will be disposed of at the discretion of the City of Plaquemine, if applicable.

7. Should the Grantee serve or have alcohol for sale at the function, the Grantee is required to obtain all necessary State and local licenses/permits pertaining to the sale of alcohol. Grantee is further required to provide a photo static copy of said licenses/permits to Grantor with the balance of the rental not less than five (5) days prior to the event.

8. Grantee further agrees that no alcoholic beverages shall be sold or served to any person under the age of twenty-one (21) years, unless such person submits a driver's license, selective service card, or other lawful identification which, on its face, establishes the age of the person as twenty-one (21) years or older and there is no reason to doubt the authenticity or correctness of the identification. Grantee shall not sell or serve alcoholic beverages to any intoxicated person.

9. No alcoholic beverages or drinks of any kind shall be allowed in the COPAC Facilities, and it is the Grantee's responsibility to restrict such use. No alcoholic beverages shall be allowed on the premises, and it is the Grantee's responsibility to restrict such use.

10. Grantee further agrees to adhere to the following special provisions at the end of the rental period:

- Pick up and remove trash in bleacher stand area and grounds, if applicable
- Tie up all garbage (extra bags available in gym concession stand).
- Pick up and remove all food items.
- Wipe concessions stand countertop, if applicable.
- Check restrooms - make sure toilets are flushed and lavatory faucets are not dripping.
- City of Plaquemine Police Dept – 225-687-9723; City Fire Dept – 225-687-7335

RENTAL FEES



CITY OF PLAQUEMINE ACTIVITY CENTER (COPAC)
Facility Use Agreement
24130 Ferdinand Street ♦ Plaquemine, LA 70764-3214
As of September 1, 2013

COPAC GYM

NON LEAGUES
PRACTICE TIME

♦ Weekdays or weekends - \$30 per hour

GAMES / TOURNAMENTS

- ♦ Weekends - \$200 per day
- ♦ \$50 Clean up fee required per game
- ♦ Required to sign a waiver of liability

LEAGUES

- ♦ To qualify for league rates - the league must book gym at least fifty (50) hours within a three (3) month period
- ♦ Team schedule required to be submitted prior to game season
- ♦ All leagues must provide proof of insurance annually

PRACTICE

- ♦ Weekdays - \$20 per hour
- ♦ Weekends - \$20 per hour

GAMES/TOURNAMENT

- ♦ \$200 per day
- ♦ \$50 Clean up fee required
Per game

SPECIAL EVENTS/LARGE CROWD EVENTS

- ♦ \$250.00 per day (8:00 am to 8:00 pm)
- ♦ \$100 Refundable damage deposit required
- ♦ \$100.00 Clean up fee required
- ♦ Insurance coverage may be required; if coverage waived, a waiver of liability must be signed

OTHER EVENTS (Educational and non-athletic events)

- ♦ \$25.00 per hour or \$200.00 per day (for 2 hours or more)
- ♦ \$50.00 per day for Gym Classroom
- ♦ \$50.00 - \$100.00 Clean up fee required (Dependant on event size)
- ♦ \$40.00 Concession stand rental with event
- ♦ \$100.00 Refundable damage deposit required
- ♦ Insurance coverage may be required; if coverage waived, a waiver of liability must be signed

COPAC FOOTBALL FIELD

- ♦ All practices are free – must be booked in advance
- ♦ \$100.00 per day for games
- ♦ \$150.00 per night game (beginning after 6:00 pm)
- ♦ \$100.00 Clean up fee required per game
- ♦ Insurance coverage required

SPECIAL EVENTS/LARGE CROWD EVENTS

- ♦ \$250.00 per day (8:00 am to 8:00 pm)
- ♦ \$100.00 Clean up fee required
- ♦ Insurance coverage required

COPAC GROUNDS

SPECIAL EVENTS/LARGE CROWD EVENTS/OTHER EVENTS

- ♦ \$300.00 per day (8:00 am to 8:00 pm)
- ♦ \$100.00 Clean up fee required
- ♦ \$100.00 Refundable damage deposit required
- ♦ Insurance coverage may be required

Security may be required for games/tournaments/special events/large crowd events/other events.
Security will be arranged by renting party and notify Mayor's Office of security arrangements.
Renter is required to contact City of Plaquemine Police Department regarding security requirements.

Contact Information:

Deborah Persilver, Mayor's Administrative Assistant
City of Plaquemine Mayor's Office
Plaquemine City Hall – 3rd Floor
23640 Railroad Avenue, Plaquemine, LA 70764
Office Hours: 8:00 am to 4:30 pm – Monday through Friday
Telephone: 225-687-3116 or FAX: 225-685-1194
Email: dpersilver@plaquemine.org
Website: www.plaquemine.org

**ALL FEES ARE PAYABLE IN ADVANCE AT
PLAQUEMINE CITY HALL**

COPAC Custodian cannot accept payment of fees