

LIBRARY EVENTS CENTER SERVICE OR CONSUMPTION OF ALCOHOL  
REQUEST FORM AND AGREEMENT

Date of Rental Application: \_\_\_\_\_

Organization: \_\_\_\_\_

Renter/Person Responsible: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Driver's License/ID#: \_\_\_\_\_

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

Event Type/Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_ Total Guests: \_\_\_\_\_

Venue Usage Time: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

*Please indicate full venue use time from set-up to departure. The  
facility must be vacated by 11:00PM.*

Actual Time of Event: \_\_\_\_\_ AM/PM

Anticipated End Time of Event: \_\_\_\_\_ AM/PM

## **Rules Governing the Serving or Consumption of Alcoholic Beverages in Events Center**

Please read and initial each rule below. Please ask for clarification if needed.

\_\_\_\_\_ Renter must pay for security for any event at which alcoholic beverages will be served.

\_\_\_\_\_ The number of security personnel required are as follows: (1) one security person for events with no more than 100 attendees; (2) two security persons for events with 101-200 attendees; (3) three security persons for events with 201-300 attendees; (4) four security persons for events with 301-400 attendees; (5) five security persons for events with more than 400 attendees. The Library reserves the unilateral right in its sole discretion to modify the number of security persons required depending on the nature of the event.

\_\_\_\_\_ An additional charge for one security officer for one hour past the furnished end usage time is required. If the Events Center is cleared before the furnished end time, this amount will be refunded.

\_\_\_\_\_ If the number of attendees exceeds that initially indicated by Renter, the Library reserves the unilateral right in its sole discretion to call in additional security personnel at Renter's expense or to limit the number of attendees to no more than the number furnished by Renter.

\_\_\_\_\_ The security personnel will be off-duty Lincoln Parish Sheriff's officers. If Sheriff's officers are not available, then off-duty Ruston Police Department personnel may be utilized.

\_\_\_\_\_ The Library will arrange the security. The fee for Security Services is the current hourly rate per officer as charged by local law enforcement plus a \$5/hour service fee. The security charges must be paid to the Library no less than 40 days

prior to the event. If booked less than 40 days prior to the event, rental amount and deposit are due in full when contract is signed.

\_\_\_\_\_ All alcoholic beverages must be served to attendees by a caterer licensed by the State of Louisiana and holding a valid Alcoholic Beverage Caterer's permit. A copy of the caterer's permit must be provided to the Events Center Coordinator 14 days before the event or the "Service or Consumption of Alcohol Request Form and Agreement" will be cancelled and no alcoholic beverages will be allowed at the Renter's event. Attendees are prohibited from bringing their own alcoholic beverages into the Events Center (no "BYOB"). No alcoholic beverages shall be served to, or consumed by attendees who have not attained the age of 21 years.

\_\_\_\_\_ Renters and their attendees may not take alcoholic beverages outside the room or area rented by Renter and the rest rooms adjacent to such room or area. No alcoholic beverages are permitted in the Library or the Library parking lot.

\_\_\_\_\_ Renter must obtain Special Events Liability Insurance for events with more than 400 attendees. That insurance must furnish a minimum limit of 1 million dollars and name the Library, its Events Center and their employees, agents, representatives, officers and directors as "additional insureds." Alternately, the Renter can furnish proof of its own insurance that provides equivalent coverage that covers the Library, its Events Center and their employees, agents, representatives, officers and directors as "additional insureds."

***By my initials above and my signature below, I acknowledge that I have reviewed and understood the "Rules Governing the Serving or Consumption of Alcoholic Beverages in the Library Events Center." I agree to follow those rules and to require that those attending my event also follow those rules.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Received** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

**Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Officers Required** \_\_\_\_\_ **Officer(s) Booked** \_\_\_\_\_

**Cater's Permit** \_\_\_\_\_

**Liability Required** \_\_\_\_\_ **Liability Confirmed** \_\_\_\_\_

**Alternate Insurance Confirmed** \_\_\_\_\_

**Other** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_