

# *Events at the Kinberger*

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## **Rental Agreement**

The following contract serves as an agreement between the Kinberger and the Client (named below) to the terms and conditions for renting the facilities at the Kinberger and/or Queens' BZTreaux.

### **Rates:**

#### **Main Hall & Bar**

##### **GREATER THAN 50 PEOPLE**

6 Hour Minimum/Maximum Capacity: 115  
\$100 for each additional hour/ \$250 cleaning fee

**ALL DAY RENTAL ~ 12 hours / \$1500**

Monday thru Wednesday / \$700

Thursday thru Saturday / \$900

Sunday / \$600

(Sundays are a 4 hour rental)

#### **Main Hall & Bar**

##### **LESS THAN 50 PEOPLE**

6 Hour Minimum / Maximum Capacity 50  
\$75 for each additional hour / \$150 cleaning fee

**ALL DAY RENTAL ~ 12 Hours / \$750**

Monday thru Wednesday / \$500

Thursday thru Saturday / \$600

Sunday / \$400

(Sundays are a 4 hour rental)

#### **Main Hall, Bar & BZTreaux**

**\*REQUIRED FOR EVENTS EXCEEDING 115 GUESTS\***

\$150 for each additional hour / \$400 cleaning fee

**ALL DAY RENTAL ~ 12 hours / \$2250**

Monday thru Wednesday / \$1250

Thursday thru Saturday / \$1500

## BZTreaux Only

\*when booked alone, event must begin after 2:00PM\*

*\*depending on season, may only be available if Kinberger Main Hall is occupied\**

4 Hour Minimum / Maximum Capacity including patio 35

\$100 for each additional hour / \$150 cleaning fee

Monday thru Wednesday / \$600

Thursday thru Sunday / \$700

## Bridal Suites & Groom Rooms

3 Available Onsite / Guaranteed availability if booked with event

\$100 cleaning fee per room / 4 Hour Minimum

**ALL DAY RENTAL ~ 12 Hours / \$700 per room**

**HOURLY RATE ~ \$75 per hour**

Overnight Stays offered for an additional \$160

## BNB Guest Accommodation

### **3 Available Onsite**

\$60 cleaning fee per on site room / Check in 4:00 pm / Check out 11:00 am

**1 Downstairs, Sleeps 6, Full Kitchen, Laundry ~ \$175/night**

**2 Upstairs, Sleeps 4, Full Kitchen, Laundry ~ \$175/night**

### **1 Available Offsite**

\$120 cleaning fee/Check in 4:00 pm / Check out 11:00 am

**Sleeps 8, 3 bedrooms ~ 1 Queen bed, 1 Full bed, 2 Bunks with Trundle and 1 Single**

**Full Kitchen, Laundry, Fenced Yard ~ \$175/night**

## Photo Session

\$100 ~ Includes 2 hour rental

\$50 for each additional hour

\*Availability subject to scheduled events

## Refundable Damage Deposits

\$300 ~ Required for events with 50 or more guests (Main Hall Only)

\$450 ~ Required for (Main Hall and BZTreaux)

\$175 ~ Required for events with less than 50 guests

\$100 ~ Bridal Suites/Groom Rooms/Overnight Guest Accommodations

**Client Information:**

Name: \_\_\_\_\_ (Please Print)

Event: \_\_\_\_\_ For: \_\_\_\_\_

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

Cell Number: \_\_\_\_\_ Alternate \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Rental: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Time From: \_\_\_\_\_ AM / PM TO: \_\_\_\_\_ AM / PM

Extra Hours: \_\_\_\_\_

Event Guest Count: \_\_\_\_\_

**Alternate Contact (Mandatory):**

Name: \_\_\_\_\_ (Please Print)

Cell Number: \_\_\_\_\_ Alternate \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NOTE:** All rental times on our pricing list were created to **include** set-up, breakdown and clearing-out of the space. A credit card is needed on file the day of your event and will be charged \$100/hour if all belongings, decor, and trash have NOT been removed from the space by the stated end time agreed upon in the contract.

**Rental Policies:**

The rental fee includes the use of the following, based on space reserved.

- 1. Main Hall
- 2. Bar Area
- 3. Outdoor Courtyard
- 4. Restrooms
- 5. Bridal Suite/Groom Room
- 6. 2 large rectangular tables
- 7. 8 - 60" round tables (seats 6-8)
- 8. 8 -31" round tables (cocktail or regular height, seats 2-4)
- 9. 5 Tables with chairs in BZTreaux, loveseats, coffee tables
- 10. Tablecloths for all tables in Main Hall - White or Black

11. Chairs (115) - Fruitwood Chiavari (optional)
- 12 .Piano
13. Oval 4' x 6' wooden decorative table in Main Hall

### **Capacity**

The capacity for the venue may not exceed 150 people total (Kinberger Main Hall with BZTreaux)

### **Booking**

The Kinberger will hold your reservation date and time for half of the rental fee plus the refundable damage deposit paid at the time of booking and signing of this contract.

### **Payment**

The remaining rental balance and the cleaning fee are due 30 days prior to your event. Payments can be made with check, cash, Venmo (@thekinberger) or credit card (3% fee will be included).

### **Refund**

The Damage Deposit will be fully refunded within 14 days after the event, if there are no damages sustained and the facility is cleared according to the guidelines outlined in this contract. This includes the removal of decor brought into the venue, and all trash that does not fit into garbage receptacles that are provided.

### **Date Change**

In the event that the client wishes to change the date of an event or wedding already booked, The Kinberger will make every effort to accommodate the client when possible.

### **Cancellation**

In the event that the client wishes to cancel a booked event, all payments made to date are nonrefundable, and all outstanding payments will be due immediately. All cancellations must be received in writing (email or text message) and acknowledged by The Kinberger.

In the event of weather interferences where The Kinberger is affected (such as power outages) we will need to handle scheduled events on a case-by-case basis.

### **Catering**

The Kinberger is a non-cooking venue. Caterers or individuals will have use of the covered patio for food storage, preparation and presentation. The bar is equipped with counter space, 2 small refrigerators, a microwave, and a small oven. The client is responsible for any lost or damaged items that may be used by the caterer or his/her employees. Caterers are responsible for removing any trash produced by serving/preparation in the covered patio area.

### **Decorations**

All decorations must be used in a way that causes no damage to the floors, walls, light fixtures or furniture. No decorations may be placed on the walls. Protective padding must be used under any decorative items resting on the floor. Fixed items shall not be removed unless permission is granted by The Kinberger. No glitter, silly string, bubbles, rice, sparklers, bird seed, or the like, are allowed inside the building.

### **Alcohol /Smoking**

The client must obtain a Special Events Insurance Policy (with The Kinberger Building listed as "Additional Insured") when alcohol is served at an event after 5:00 PM. A copy of the policy must be submitted to The Kinberger one week prior to the scheduled event. (Eventsured.com is one online source, but any insurance companies can write this policy.)

All alcohol served requires a licensed bartender.

Smoking is allowed in designated outside areas only. **Smoking is prohibited inside** the building, this includes covered patio areas.

### **Security**

Clients must secure a uniformed police officer for the date of the event with the City of Plaquemine Police Department - 225-687-9273 OR 225- 436-0341 (ask for Mary Walls.)

Security will remain for the entirety of the event, including clean-up and lockdown of the premises. The rate and number of officers is to be determined by the police department and is based on the type of event and number of guests. Rates are currently \$35.00 per

officer by the hour.

### **Liability**

The client assumes responsibility and liability for all guests as well as injury to any guest invited to the event. RN First Assist Services, LLC, (DBA)The Kinberger, or Queens' BZTreaux does not assume ANY responsibility or liability for guests/vendors of the client.

### **Damage**

The client assumes responsibility for any lost items or damages incurred during the scheduled event. The client agrees to pay for repair or replacement as determined within ten days following the event. This may not be fully covered by the damage deposit if the damages/items exceed the amount of the initial deposit.

### **Post Event**

All rented equipment and personal items must be removed from the venue at the close of your event.

### **Overnight Stays Following an Event**

At the end of the event, only the number of guests that the room accommodates can return to the residential areas - celebrations **cannot** be moved to sleeping quarters. The guest accommodations can sleep up to 8 each; provisions can be made to accommodate, if requested.

### **Renting of Queens' BZTreaux**

This space is rented in order to accommodate a larger event (required for events hosting over 115 guests). The cafe is an operating business, so its equipment and supplies **cannot** be used by vendors or guests **nor** can the furniture be removed. Our staff **can** move furniture closer to the walls, however, if necessary to create more space. If coffee service is desired, we can provide this service at an additional cost, and an open coffee bar will be provided. You will need to book the barista service at the time you book the event to ensure staffing.

Individual guests can pay for their own items, or you can offer this service for your guests by providing a credit card the day of your event, which can be used to charge for each

beverage on an open tab - the tab will need to be closed out by the end of the event. This tab will include the cost for the barista(s) mentioned above and the beverages served.

**Rehearsals**

We prefer to hold off Friday, Saturday, and Sunday for larger-scale events or weddings; and have rehearsals/smaller events Monday-Thursday for optimal availability, so we can address all our clients' needs and desires as much as possible. By doing it this way, we can offer you a cheaper hourly rental for your smaller-scale events throughout the weekdays, instead of renting the space for the typical 6 hour rental period over the weekend.

**I have read and understood the rental agreement policies of The Kinberger. I agree that The Kinberger is not responsible for lost or stolen items, nor for any damages to person(s) or property incurred at the time of my event rental. I hold RN First Assist Services, LLC (DBA The Kinberger/Queens' BZTreaux) harmless from any form of liability.**

Client's (Renter's) signature Date:

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Manager's signature Date:

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Initial here to give permission for photos from your event to be posted on The Kinberger Building/Queens'BZTreaux website and social media pages. \_\_\_\_\_

**Client Selections:**

**Total Event Rental** \_\_\_\_\_ **Cost \$** \_\_\_\_\_

\_\_\_\_\_ **Cost \$** \_\_\_\_\_

\_\_\_\_\_ **Cost \$** \_\_\_\_\_

	Cost \$
<b>Damage</b>	
<b>Deposit</b>	
Cost \$	
	Cost \$
	Cost \$
	Cost \$
<b>Cleaning Fee</b>	Cost \$
	Cost \$
	Cost \$
	Cost \$
<b>Security</b>	
Cost \$	
<b>Additional Rental Hours</b>	Cost \$
	Cost \$
	Cost \$
	Cost \$
<b>Bridal Suites/Groom Rooms/Guest Accommodation</b>	Cost \$
	Cost \$
	Cost \$
	Cost \$
<b>Other</b>	Cost \$
<b>Event Total</b>	Cost \$

Alcohol will be served  
 Alcohol will NOT be served





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