

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: _____

NOTE: Set up and clean up times are **included** in all rental times. Any additional time will be charged at a rate of \$100/hour as noted above.

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. 5 - large rectangular tables
7. 8 - 60" round tables
8. 5 - 10' Wooden Tables
9. 5' Round Wooden Table with chairs in BZTreaux
10. Tablecloths for all tables in Main Hall - White or Black
11. Chairs (115 - Fruitwood Chiavari))
12. Piano

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 1/2 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 thirty (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 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.

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.

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, a refrigerator, microwaves, and small ovens. The CLIENT is responsible for any lost or damaged items by the caterer or its 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 prior to the scheduled event.

(Eventsured.com is one on-line source, but any insurance company can write this policy). All alcohol served after 5:00 PM requires a licensed bartender to serve

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

Security

CLIENTS must pay **in advance** to secure a uniformed sheriff’s deputy or police officer at the rate of \$35.00 per hour, or the clients may secure the officer themselves. Security will remain for the entirety of the event, including clean up and lockdown of the premises.

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 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.

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.

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:

Manager's signature Date:

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	\$

Damage	Deposit
Cost	\$

_____	Cost	\$
_____	Cost	\$
_____	Cost	\$

Cleaning Fee	Cost	\$
_____	Cost	\$
_____	Cost	\$
_____	Cost	\$

Security _____

Cost \$ _____

Additional Rental Hours _____ Cost \$ _____

_____ Cost \$ _____

_____ Cost \$ _____

_____ Cost \$ _____

Bridal Suites/Groom Rooms/Guest Accommodation _____ Cost \$ _____

_____ Cost \$ _____

_____ Cost \$ _____

_____ Cost \$ _____

Other _____ Cost \$ _____

Event Total _____ Cost \$ _____

___ Alcohol will be served

___ Alcohol will NOT be served

___ Security required for events serving alcohol after 5:00 PM

___ Main Hall and Bar Lounge

___ Bar Lounge ONLY

___ Damage Deposit

___ Cleaning Fee

___ Number of Overnight Stays

EVENTS AT THE KINBERGER ONLY

Event Notes

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First Payment: _____ **Type:** _____ **Date:** _____

Second Payment: _____ **Type:** _____ **Date:** _____

