



3330 Jackson St Alexandria, La 71301
318-451-6733
"An Exclusive Meeting Place"-Open 7 Days a Week

Rental Agreement

This Venue Rental Agreement ("Agreement") is made between Divine Hideaway ("Proprietor") and _____ ("Renter") for the rental of premises located at 3330 Jackson Street, Alexandria, LA 71301.

Event Date(s): ___/___/___ to ___/___/___

Rental Duration: _____ hours

Total Rental Fee: \$ _____

Reservation Deposit (50% of rental fee, non-refundable): \$ _____

Final Payment Due: 30 days prior to event date

The deposit is required at the time of booking. Final payment is due no later than thirty (30) days before the scheduled event. Failure to pay the balance on time may result in cancellation of the reservation.

Accepted Payment Methods:

Cashier's Check | Business Check | Money Order | Cash | Venmo | PayPal | Zelle

Facility Rules & Conditions

- Renter agrees to return the premises in the same condition in which it was received. No glitter, confetti, rice, birdseed, cigarette butts, or similar materials are permitted inside or outside the facility. Only flameless candles are permitted indoors. Tape, adhesives, or fasteners may not be used on floors or walls.
- Smoking is strictly prohibited inside and outside the premises.
- If alcohol is to be served: A liquor permit must be obtained from the Rapides Parish Sales Tax Office (copy required). A licensed caterer with liquor authorization must be used for events selling alcohol.
- Per the City Fire Marshal, the facility may accommodate up to 80 guests maximum. Renter is responsible for ensuring compliance.
- For all events occurring after 7:00 p.m., police security is mandatory at a rate of \$40/hour, paid directly to the officer on duty. Contact RPSO Captain F. Washington at (318) 704-7713 to arrange payment.
- Renter assumes full responsibility for the safety and conduct of all guests. Renter accepts liability for any injuries, damages, or losses occurring during the rental period.
- A walkthrough inspection with a Divine Hideaway representative will occur before and after the event. Renter must return all keys to the designated key drop box immediately after the event. All doors and windows must be securely locked upon departure.
- Renter is responsible for removing all trash and restoring the facility immediately after use. Additional cleaning fees may be deducted from the deposit if these requirements are not met.



Rental Rates

- Morning/Day Block (7 a.m. – 7 p.m., up to 12 hrs): \$500 – \$1,000**
- Evening/Night Block (7 p.m. – 12 a.m., 4 hr minimum): \$700 + security fee**
- Full Day Event (7 a.m. – 12 a.m.): \$1,500**
- Additional Hours: \$80/hour**
- Event Set-Up Change Fee (e.g., ceremony to reception same day): \$250**

General Rental Information

Event Type: _____
Event Name (for signage): _____
Number of Guests: _____
Serving Alcohol? Yes ___ No ___ (Renter Initials: ___)
Event Start Time: _____ Event End Time: _____
Set-Up Start Time: _____

Table/Seating Setup Options:

- Reception – Standard
- Reception with Dance Floor
- Wedding / Ceremony
- Dinner – Round Tables
- Dinner – Banquet Tables
- Classroom / Workshop
- Party (Birthday, Baby Shower, etc.)
- Custom arrangement (\$250 additional fee)

Services Included

- Secure, centrally located venue
- Wi-Fi access
- Parking availability
- Friendly staff
- Chairs and tables
- Ice supply
- Police security coordination

Note: Venue showings are available Tuesdays & Thursdays by appointment only.



Agreement & Signatures

By signing below, the Renter acknowledges and agrees to all terms outlined in this Agreement.

Today's Date: _____ Event Date: _____
Final Payment Due: _____ Deposit Paid: \$ _____ Date: __/__/____ (Non-Refundable)

Renter Name: _____
Address: _____ Phone: _____
Alt. Contact: _____ Email: _____
Driver's License Copy Attached: Yes No

Renter's Signature: _____ Date: __/__/____
Divine Hideaway Representative: _____ Date: __/__/____

Contact / Booking

Lisa Gable (Evenings) – (318) 451-6733
Shamicka Tennors – (318) 581-8800
Glenda – (318) 792-5579 Email: ArleneScott61@gmail.co