



82292 Highway 25
Folsom, LA 70437
985-232-6223

FACILITY SPACE RENTAL AGREEMENT for Giddy Up Event Spaces

Giddy Up Folsom offers three spaces for rent by the public. Please contact management for availability.

GIDDY UP EVENT SPACES			
	<i>Conference Room</i>	<i>Giddy Up</i>	<i>The Paddock</i>
Description	Private conference room located above Far Horizons Art Gallery	Inside and outside deck of Giddy Up coffee shop	Fenced-in outdoors area behind Giddy Up coffee shop
Pricing	\$150/hr. (minimum of 2 hrs.)	\$350/hr. (minimum of 2 hrs.)	\$1,500/8 hrs. (minimum of 8 hrs.)
Maximum persons	8 (seats 8 people max)	100	200
Hours of Availability (Mon-Sun)	8am – 6pm <i>*events after 6pm must be approved by management</i>	6pm – 9pm	8 hours <i>*times must be approved by management</i>
Set-Up Time	Set-up time is 30 min. prior to the rental start time.	Set-up time is 30 min. prior to the rental start time.	Set-up time is included in the 8-hr rental period.
Clean-Up Time	Clean-up time is 30 min. after the rental end time.	Clean-up time is 30 min after the rental end time.	Clean-up time is included in the 8-hr rental period.
Restroom Availability	Restroom available.	Restroom available.	More than 30 guests at an event requires rental of portable restrooms, provided by renter.
Furniture Availability	The room is furnished with a conference table, 8 chairs, bathroom, dressers/counter space, and equipped with wifi.	Giddy Up furniture is available for use, however additional seating and tables are not provided.	The Paddock includes a stage. Tent/chair rentals will be provided by renter.
Parking Space	Parking is available at Giddy Up and in the alleyway behind Far Horizons Art Gallery.	Parking is available at Giddy Up coffee shop and in the alleyway between Giddy Up and The Paddock.	For events during Giddy Up open hours, parking around the coffee shop is not allowed; event goers must park off-site.
Parking Information	Parking is limited and is the responsibility of renter and guests. Designated areas will be marked and are located on the corner of Broadway Street and June Street. Limited parking is located inside The Paddock for offloading equipment. Giddy Up is not responsible for lost or stolen items, including any belongings in guest vehicles. Additional parking in adjacent shops is off-limits and will be subject to the laws of Folsom Village and St. Tammany Parish.		
Deposit	Deposit of 50% is due at time of booking. Not refundable within 15 days of event.		
Payment	Final payment is due 5 days in advance of event date. Overdue payment results in event cancellation.		
Set-Up/Clean-Up Information	The renter is responsible for the set-up and removal of decorations and the clean-up of general activity. All set-up and clean-up must take place within rental period.		
Deliveries	Deliveries can be made to the premises only between the hours of 8am-4pm. All shipment and delivery information, including logistics, must be coordinated between renter and Giddy Up prior to shipment.		
Catering	Catering is optional but must be discussed with and approved by management. All alcohol must be ordered by Giddy Up (no outside alcohol allowed per state law).		
Safety	In the event of an accident, Giddy Up staff will immediately call for a First Responder and provide basic First Aid. Giddy Up does not have training beyond basic First Aid and may have to rely on outside sources, such as public emergency personnel. In the event of an accident, an accident report will be requested to demonstrate to the insurance company the degree and cause of the accident, and this will require the signature of injured persons.		



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Inclement Weather	In the case of inclement weather, alternative accommodations for The Paddock area will be determined by management on a case-by-case basis.
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Today's Date: _____

Renter Name: _____ Renter Phone Number: _____

Which Facility Space (Conference Room, Giddy Up, or The Paddock)? _____

Event Description: _____

Amount of People: _____

Rental Start Date: _____ Rental Start Time: _____

Rental End Date: _____ Rental End Time: _____

Total # of hours: _____ Total cost: _____

Rental deposit amount (50% of total cost): _____

Rental deposit due date (Due on date of booking): _____

Final payment due date (5 days prior to event date): _____

OWNER/REPRESENTATIVE

RENTER

Signature: _____

Signature: _____

Name: Ashley Richerand Penton

Name: _____

Phone Number: 985-232-6223 / 504-512-3888

Phone Number: _____

Email: _____

***** **OFFICE USE ONLY** *****

Management has provided information regarding this event to Giddy Up staff.

Comments/order: _____

Rental deposit amount (Deposit is 50% of total cost): _____ Date paid: _____

Rental deposit due date (Due on date of booking): _____ Date paid: _____

Final payment due date (5 days prior to event date): _____ Date paid: _____