

Baton Rouge Metropolitan Airport Conference Room

	Page
Rental/Usage Rates, Policies, and Procedures.....	1
Conference Room Amenities.....	2
Target Events.....	3
Application for Rental.....	4
Hold Harmless Agreement.....	5
Contact Information.....	6

Baton Rouge Metropolitan Airport Conference Room
9430 Jackie Cochran
Ryan Terminal Bldg.
1st Floor
Baton Rouge, LA 70807
(225) 355-0333

**Conference Room Rental/Usage
Rates, Policies & Procedures**

Accommodates: 50 people

**Rental Rates: \$75.00 per hour
\$500.00 per day**

Deposit: \$50.00

All request for Conference Room Rental/Usage must be made one (1) week prior to the date being requested, and requires the relative deposit to reserve a date. All additional fees must be paid in full prior to the activity.

All fees (including deposits) must be paid in the form of a Business Check, Money Order or Cash.

Deposits will be refunded providing there are no damages to the facility, no disorderly conduct, the activity ends as scheduled and everyone exits at the allocated time. All cancellations must be made 2 days before the activity. Failure to comply will result in disruption of the activity, forfeiture of your deposit or both.

**No alcohol permitted on City Parish Property
City-Parish Ordinance #11155**

Conference Room Amenities

- **Interstate Access**
- **Safe and Convenient Public Parking**
- **On-site Police Security**
- **Access to the Terminal Main Entrance**
- **Spacious 1800 Square Foot Room**
- **Television/VCR**
- **8 ft. X 10 ft. Projection Screen**
- **Wireless Internet Service Accessible**
- **115 Square Foot Kitchen with Storage**
- **On-site Catering & Collectibles, and Memorabilia**

Target Events

- **Business Meetings**
- **Conferences**
- **Award Ceremonies**
- **Luncheons**
- **Company Parties**
- **Training Seminars**

Baton Rouge Metropolitan Airport Conference Room

RENTAL APPLICATION

Date (s) of Rental _____

Beginning Time _____ Ending Time _____

Company Name _____

Contact Person _____

Address: _____

Telephone Number: _____ Other Number: _____

Purpose: _____

Approximate number of People expecting _____

**PLEASE ENCLOSE THE SECURITY DEPOSIT OF \$50.00 AND THE
HOLD HARMLESS AGREEMENT WITH THIS APPLICATION.**

Date received at Baton Rouge Metro Airport _____

By: _____

Date Available _____ Not Available _____

Approved by _____

HOLD HARMLESS AGREEMENT

The Renter shall keep and hold the Owner herein and its officers, directors, agents, servants and employees harmless from any and all liabilities, losses, suits, claims, judgments, fines, penalties, demands or expenses, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs and expert fees, court cost and expert fees), claimed by anyone by reason of injury or damage to persons or property sustained in or about the Airport, as a proximate result of the acts or omissions of the Renter, its agents, servants, or employees, or arising out of the operations of the Renter upon and about the Airport, excepting such liability as may result from the sole negligence of the Owner, its officers, directors, servants, agents or employees; provided however, that upon filing of any claim with the Owner for damages arising out of incidents for which Renter herein agrees to hold Owner harmless, then and in the event the Owner shall notify Renter of such claim and Renter shall have the right to settle, compromise or defend the same. Renter shall further use legal counsel reasonably acceptable to the Owner in carrying out Renter's obligations hereunder. Any final judgment rendered against the Owner for any cause for which Renter is liable hereunder shall be conclusive against Renter as to liability and amount, where the time for appeal therefrom has expired. The indemnity provision set forth herein shall survive the expiration or early termination of this Agreement.

Renter

Date

Owner

Date

Witness

Date

Contact Information

Conference Room Rental Schedules:

Lindsie Seymore Byers: lseymore@brgov.com

Beverly Cook: bcook@brgov.com

On-Site Catering:

PJ WOW Café: 225-354-3448

On-Site Gifts & Collectibles:

Paradies Shops: 225-358-7764