

Policy for Use of WK Palmetto Village

Palmetto Clubhouse ✕ Cypress Courtyard ✕ Palmetto Park

Palmetto Park welcomes events and encourages the use of the Palmetto Clubhouse, Cypress Courtyard (covered patio) and Palmetto Park (grounds) by our neighbors as well as local community groups. The property is available for personal (weddings, luncheons, reunions, card games, etc.) or corporate use (conferences, meetings, board meetings, etc.). Nonprofit organizations or governmental entities may reserve the facilities at no charge. The property may not be used for political or religious purposes.

PALMETTO VILLAGE RENTAL PROPERTIES DESCRIPTION

PALMETTO CLUBHOUSE

This two-story building has a spiral staircase, small elevator, and restrooms on both floors as well as a prep kitchen with dumbwaiter to second floor serving area.

Ballroom: Second floor ballroom accommodates up to 100 at round tables for seated event; includes furnishings (tables and chairs; table linens available for a fee), overhead AV, sound system, use of service kitchen/s (catering kitchen on 1st floor with dumbwaiter access to second floor serving area), use of bar (if required and proper permits obtained), restroom facilities, elevator access, exterior balcony access. For auditorium-style seating this room accommodates 150.

Dining Room: First floor dining, adjacent to catering kitchen, accommodates up to 24 for seated dining; includes patio access, adjacent to Cypress Courtyard.

Grumpy's II Pub: First floor, adjacent to Dining Room and Conference Room, accommodates up to 14 seated, 7 barstools and mingling room with patio access.

Conference Room: First floor, and I-shaped room adjacent to Grumpy's II with conference/board table seating up to 8 and table for buffet-style meal if desired; includes use of catering kitchen.

Classroom: First floor large meeting room with direct access to outside, accommodates for seated event with classroom style seating at narrow tables; includes use of AV equipment, sound system and catering kitchen.

Suite I: First floor small meeting room accommodates gatherings of up to 10; a table and chairs will be set up by Palmetto Pavilion staff when requested for meeting use. This room is included in wedding rentals as bridal party dressing room and adjacent to women's restroom; (can be combined with Ballroom for break-out rooms or exhibits).

Suite II: First floor small lounge included in wedding rentals as groomsmen's dressing area; adjacent to men's restrooms; (can be combined with Ballroom as a breakout room or exhibits).

CYPRESS COURTYARD & PARK

This covered exterior space with adjacent restroom facilities is suitable for outside events. It may be rented in conjunction with the Dining Room and Grumpy's II to provide both outside and inside space for an event. The courtyard can accommodate seating for 24 guests at tables and chairs. Set-up and take-down of furnishings by Palmetto staff are included, based on diagram developed by renter with Palmetto event director. Any additional props or furnishings (arbor, lattice, etc.) must be supplied by renter and must be removed by midnight the day of the event, unless prior arrangements are made with Event Director.

Outside catering is permitted adjacent to the courtyard for events at this location. Caterer/renter is responsible for bagging all event trash/garbage and placing in dumpster.

The parklike grounds at Palmetto Village are ideal for outside events. Based on needs for the event, renter will consult with the event director about areas and their use.

Room capacities are reduced at this time to meet COVID requirements.

Outside event use includes use of the Cypress Courtyard, and exterior restrooms. Larger events may require set-up of portable restrooms (at renter's expense). Portable restrooms must be removed from the property within 48 hours following the event.

Outside catering is permitted in approved areas. Caterer/renter is responsible for bagging all event trash/garbage and placing in dumpster. For large events, renter is responsible for providing large trash cans, if more than four are needed.

Parking is limited to hard-surface parking lots and coordinated with security.

PALMETTO VILLAGE RENTAL PROPERTIES POLICIES

POLICY – Use Categories

In keeping with its status as a not-for-profit community healthcare organization, properties owned by Willis-Knighton cannot be used for political or religious purposes.

A rental fee is charged for personal/corporate use. A rental fee for public charitable or government use is charged only when use of the entire property is requested. (Please see Fee Schedule.)

A security/damage deposit is required for *any use* of the property. The deposit will be returned with seven days following the event, provided property is left in good condition and renter has adhered to terms of rental contract.

The rental fee is due 30 days before the event. The deposit is due upon signing of the contract to hold the reservation. Rentals at Palmetto Park include one on-site staff person and/or security officer. For events larger than 75, a second security guard, at the renter's expense, will be required.

The following categories describe use:

Public Charitable or Government Use: Organizations that are part of the local or parish government may request use of the facilities at no charge, during normal business hours of 8 a.m. -4 p.m., Monday – Friday*. Outside these times, a fee applies. No political or partisan solicitation is permitted anywhere on the property. This complimentary rate also applies to schools for functions authorized by the school principal or the school board (which must authorize the contract). Nonreligious charitable organizations or private foundations that fund charitable organizations (IRS documented as 501c3) may request use of the facilities at no charge. These organizations must sign a use contract that includes reimbursement for any damage that occurs during use of the facilities. ***Additionally, all guests must abide by all COVID-19 requirements.***

Personal/Corporate Use: Personal use is defined as use by an individual for events of a personal nature hosted by the renter. This may include wedding or wedding reception, birthday or anniversary celebration, bridesmaids' luncheon, school reunion, family reunions, etc. Corporate is defined as any business or member-benefit organizations.

REFUNDABLE SECURITY DEPOSIT: Deposits are determined by room usage and number of attendees. Deposits for multiple use functions will be retained until the contract term is completed.

POLICY - Food & Beverages

Food and beverage services are the responsibility of the person or group designated on the contract. Willis-Knighton does not provide food or beverage service for events other than its own.

No cooking is allowed within the Pavilion or Courtyard. Outside cooking (barbecue, catfish, etc.) is permitted with contracts for use of the exterior venues.

Guest host will be responsible for dinnerware, flatware, glassware, cookware, serving pieces and table coverings.

All food and beverages as well as dishes must be removed by midnight the day of event or additional fees will apply. Garbage must be bagged and placed in dumpster. Kitchen and countertops must be cleaned and left in their original condition.

Alcoholic beverages may be served by the renter but can only be sold by a licensed bar service that has obtained and provided a copy of all necessary permits. Those who do not use a professional bar service must obtain an event permit of their own to sell or serve alcohol. *Renters serving alcohol must **accept full responsibility for alcohol use on the property and must agree to abide by state/parish and city laws** governing the serving and use of alcoholic beverages.*

POLICY - Furnishings

Palmetto Clubhouse provides tables/chairs for each room as well as for the Palmetto Pavilion. Renters will consult with the Palmetto Pavilion Director regarding room set-up. Rental includes set up and take down by Pavilion staff. No furnishings should be moved or removed without approval or direction of the Palmetto event director.

POLICY - Decorations

3M Command Hook products are the approved adhesive hooks for decorations. Palmetto Clubhouse/Pavilion does not permit use of any adhesives (tape), staples or nails on any surfaces or furnishings. Glitter and confetti are not permitted. Decorations for events must be removed by renter the day of the event by midnight or additional fees apply.

POLICY - Property Appearance

Staff at Palmetto Village provide routine maintenance and cleaning for the property and facilities.

POLICY - Smoking/Tobacco

Smoking and/or use of tobacco products, including e-cigarettes, is prohibited throughout the property and grounds.

POLICY - Parking

Parking is limited to the hard surface parking lots and is available for up to 150 vehicles. Parking/driving on the lawn is not permitted unless stipulated in the rental contract.

POLICY - Guests

Palmetto Park welcomes all guests. Event hosts are responsible for guests' behavior.

POLICY - Hours

Event times are based on need.

POLICY - Accidents or Injuries

WK Palmetto Village (Willis-Knighton Health System) is not responsible for any accidents or injuries incurred during the use of the property. Event insurance is encouraged and may be required for larger events.

POLICY – Pets/Animals

Pets are not allowed at functions inside the Clubhouse/Pavilion. Pets are permitted at exterior functions but must be on a leash and cleaned up after.

POLICY - Rental Categories and Fees

In keeping with its status as a not-for-profit community healthcare organization, properties owned by Willis-Knighton cannot be used for political or religious purposes.

A rental fee is charge for personal or corporate use along with a damage deposit. No rental fee is charged to nonprofit /not-for-profit charitable or government use for events scheduled 8 a.m. to 4 p.m., Monday – Friday.

A refundable security/damage deposit is required for *any use* of the property. The deposit will be returned with 30 days following the event, provided property is left in good condition and renter has adhered to terms of rental contract.

Rental fees are due 30 days before the event, and deposits are due upon signing of the contract. Rentals at Palmetto Park include one on-site staff person and/or security officer. For events larger than 75, a second security officer may be required at renter’s expense.

The following categories describe use:

Public Charitable or Government Use: Organizations that are part of the local or parish government may request use of the facilities at no charge. No political or partisan solicitation is permitted anywhere on the property. This complimentary rate also applies to schools for functions authorized by the school principal or the school board (which must authorize the contract). Nonreligious charitable purpose organizations or private foundations that fund charitable organizations (IRS documented as 501c3) may request use of the facilities at no charge. These organizations must sign a use contract that includes reimbursement, **secured by a credit card or check**, for any damage that may occur during the use of the facilities. Amount to be determined by room use and attendance. **All guests must abide by all COVID-19 requirements.**

Personal/Corporate Use: Personal use is defined as use by an individual for events of a personal nature hosted by the renter. This may include wedding or wedding reception, birthday or anniversary celebration, bridesmaids’ luncheon, school reunion, family reunions, etc. Corporate use is defined for any business or member-benefit organizations.

REFUNDABLE SECURITY DEPOSIT: Deposits are determined by room usage and number of attendees. Deposits for multiple-use functions will be retained until the contract term is completed.

RENTAL FEE SCHEDULE

PROPERTY	NONPROFIT FUNCTIONS*	PERSONAL/ CORPORATE FUNCTIONS
		Per Hour Rate (2 Hour Minimum)
Ballroom	0	\$250
Dining Room	0	\$100
Grumpy’s II	0	\$100
Conference Room	0	\$50
Classroom	0	\$75
Suite I**	0	\$10
Suite II**	0	\$10
Cypress Courtyard	0	\$100
Palmetto Park	0	\$100
Full Property Use*** (Clubhouse, Courtyard, Park)	\$675	\$675

*Complimentary use of facilities available Monday through Friday from 8 a.m. to 4 p.m. Outside of these hours, the per-hour rate applies. Nonprofits must present IRS letter of determination at time of signing of contract.

**Included with wedding or fashion show functions at no additional cost.

*** Subject to availability based on previously calendared events.