WK PALMETTO VILLAGE

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. The parklike grounds at Palmetto Village are ideal for outside events.

In keeping with its status as a not-for-profit community healthcare organization, properties owned by Willis Knighton Health cannot be used for political or religious purposes. No political or partisan solicitation is permitted anywhere on the property.

OUR FACILITIES

Clubhouse

All rooms available for rent are located on the ground floor of the building except for the Ballroom and upstairs prep kitchen. Amenities of this 2-story building include:

- Small elevator
- Restrooms on both floors
- Prep kitchen with dumbwaiter to second floor serving area
- On site staff during events

Ballroom Amenities

- Seating for up to 100 at round tables or up to 150 auditorium style
- Overhead AV equipment and sound system
- Service kitchen and bar
- Dedicated restroom facilities
- Direct elevator access
- Exterior balcony access

Dining Room Amenities

- Seating at tables for up to 24
- Adjacent to catering kitchen
- Patio Access
- Courtyard Views

Grumpy's II Pub Amenities

- Seating for up to 21 with 14 table seats and 7 at the bar
- Ample room to mingle and walk
- Access to neighboring Dining Room and Conference room
- Patio access

Conference Room Amenities

- L-shaped room adjacent to Grumpy's II
- Conference/board table seating up to 8
- Table for buffet-style meal or promotional materials
- Includes limited use of the catering kitchen

Classroom Amenities

- Large meeting room set up
- Classroom style seating at narrow tables
- AV equipment and sound system
- Catering kitchen
- Direct access outside

Bridal Suite and Groom's Room Amenities

- Ability to use as small meeting or exhibit rooms for up to 10
- Included in wedding rentals
- Adjacent to restrooms

Pavillion Amenities

- Covered exterior space
- Adjacent restroom facility
- Accommodate seating for 24 guests at tables and chairs (included in rental fee)
- Outside catering is permitted adjacent to the courtyard

POLICIES FOR USE

Accidents or Injuries

- WK Palmetto Village (Willis-Knighton Health) 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.

Decorations

- 3M Command Hook products are the only approved adhesive hooks for decorations for interior spaces. WK Palmetto Clubhouse and the Pavilion do not permit use of any adhesives (tape), staples or nails on any surfaces or furnishings.
- Glitter and confetti are not permitted anywhere on the property.
- Decorations for events must be removed by the renter after the event or additional fees may apply.

Financial Policies

- A rental fee is charged for personal/corporate use. A rental fee for public charitable or government use may be charged only when use of the entire property is requested or for after-hours events.

  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 may apply. This complimentary rate also applies to school functions authorized and approved by either the school principal or the school board who will authorize the contract. Nonreligious charitable organizations or private foundations that fund charitable organizations may also request use of the facilities at no charge. All organizations must sign a use contract that includes reimbursement for any damage that occurs during use of the facilities. Documentation of 501c3, when applicable, must be provided at the time of the reservation.

  Personal/Corporate Use

  Individuals who wish to host events of a personal nature are defined as personal use rentals. These events may include weddings, wedding receptions, birthdays, anniversary celebrations, luncheons, showers, school reunions, or family reunions. Corporate use is defined as any business or member-benefit organization who utilizes the venue for an event.

- A Security Deposit is required for *any use* of the property to reserve the event date at time and is due with the reservation. The deposit will be returned to the renter following the event, provided the property is left in good condition, the renter has adhered to the terms of the rental contract, and no additional fees are due. Deposits are determined by room usage and number of attendees. Deposits for multiple use functions will be retained until the contract term is completed.

Food & Beverages

- Food and beverage services are the responsibility of the person or group designated on the contract. WK Palmetto Village does not provide food or beverage service for events to the public.
- No cooking is allowed within the Pavilion or Courtyard. Outside cooking (barbecue, catfish, etc.) is permitted with contracts for use of the exterior venues only.
- WK Palmetto Village does not provide any dinnerware, flatware, glassware, cookware, serving pieces or table coverings.
- All food, beverages, dishes, and related service ware must be removed at the end of the event unless other arrangements have been made and approved by WK Palmetto Management.
- Garbage must be bagged and placed in the dumpster.
- The 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 alcohol.
  NOTE: *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.*

Furnishings

- Palmetto Clubhouse provides tables/chairs for each room as well as for the Palmetto Pavilion. Renters must consult with the WK Palmetto Village staff prior to the event regarding any changes in the room set-up. Changes may incur additional fees. Only the rental of the pavilion includes set up and take down of tables and seating which accommodates 24.
- No furnishings, fixtures or decorations should be moved or removed without the written approval of the Palmetto event director.

Guests

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

Hours

- Event times are based on need
- Advanced notice during holidays is suggested

Parking

- Parking is limited to the hard, solid-surface parking lots and is available for up to 150 vehicles.
- Parking/driving on the lawn is not permitted.

Pets/Animals

- Pets are not allowed inside the Clubhouse/Pavilion
- Pets are permitted at exterior functions when leashed
- Pet owners are responsible for cleaning up after their pets

Property Appearance

- Staff at Palmetto Village provide routine maintenance and cleaning for the property and facilities.
- Renters are responsible for removing trash, cleaning and wiping event area after use or additional fees may apply.

Rental Categories and Fees

Room/Area	Seating Capacity	Hourly Rates (2 hour minimum)		Deposit
		Personal or Corporate	Non-profits *Daytime use only**	
Ballroom (2nd floor)	100-150	$250	$0	$1000
Dining Room *(1st floor)*	24	$100	$0	$500
Grumpy's II Pub *(1st floor)*	19	$100	$0	$500
Conference Room *(1st floor)*	8	$50	$0	$500
Classroom *(1st floor)*	20	$75	$0	$500
Bridal Room, Suite I*	10	$10	$0	$500
Groom's Room, Suite II*	10	$10	$0	$500
Cypress Courtyard	n/a	$100	$0	$500
Palmetto Park	24	$100	$500	$500
Full Property	n/a	$675	$500	$1500

*Room rental is included with wedding or wedding receptions at no additional cost with no additional deposit.
For information, call (318) 956-0840 or email Palmetto@wkhs.com.

Restrooms

- Restrooms are located on the west side of the first floor and upstairs in the ballroom
- An additional handicap restroom is located on the first floor adjacent to the west entrance.

Security and Staffing

- All rentals at Palmetto Park include one on-site staff person.
- For events larger than 75, a security guard is required. This security is to be arranged by the renter and is at the renter's expense.

Smoking/Tobacco

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

Our venue staff is happy to assist you in clarifying any of our policies to ensure you have a successful event. Please do not hesitate to ask us any questions.

(318) 956-0840

or

Palmetto@wkhs.com