

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; between the hours of 8 a.m.-4 p.m., Monday-Friday. 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 96 at 6-foot round tables for seated event, includes furnishings, overhead AV, sound system, use of service kitchen (excludes the use of kitchen equipment), restroom facilities, elevator access, exterior balcony access. For auditorium-style seating this room accommodates 125.

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, (excludes the use of kitchen equipment).

Classroom: First floor large meeting room with direct access to outside, accommodates 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 for 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 & PAVILION (outside area)

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 20 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 subject to change bases on applicable COVID mandates.

Outside event use includes use of the Cypress Courtyard and exterior restrooms. **Events larger than 50 people must rent a 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.

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 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 will include one on-site staff person and security officers as required by the Bossier Parish Sherriff's office. Security for events will be contracted through the Bossier Parish Sherriff's Department at the renter's expense. The rate is as follows: \$35 per hour with a minimum of 4 hours, one officer for every 50 people. Events with ALCOHOLIC beverages, the rate is \$40 per hour with a minimum of 4 hours, 1 officer for every 25 people, (form included with contract).

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 of 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 501©3) may request use of the facilities at no charge. These organizations must sign a use contract that includes reimbursement, **secured by a check or credit card**, 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.

POLIICIES –

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 red punch/drinks allowed.

No cooking is allowed within the Pavilion or Courtyard. Outside cooking (barbecue, catfish, etc.) may be permitted within designated area with prior approval of the event director.

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, countertops and tabletops must be cleaned and left in their original condition.

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. 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.

Furnishings

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

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 midnight the day of event or prior arrangements made with the event director.

Property Appearance

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

Smoking/Tobacco

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

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.

Guests

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

Hours

Event times are based on need.

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 acquired by renter is encouraged and may be required for larger events.

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.

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 refundable security/damage deposit is required for *any use* of the property. The deposit will be returned within 7 days following the event, provided property is left in good condition and renter has adhered to terms of rental contract.

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	\$600	
Dining Room	0	\$200	
Grumpy's II	0	\$200	
Conference Room	0	\$100	
Classroom	0	\$150	
Suite I**	0	\$50	
Suite II**	0	\$50	
Cypress Courtyard/Pavilion	0	\$400	
Full Property Use*** (Clubhouse, Courtyard, Park)	\$1500	\$1500	

\$50 per hour set up fee

Security/Damage Deposit- \$1500 full property \$1000 Ballroom \$500 other room

*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.

For information call 318-965-0840 or rmacisaac@wkhs.com