

# Wholly Ground Coffeehouse

## Rental Space Agreement

Physical address: 27988 Walker S. Rd, Walker, LA 70785  
Mailing address: P.O. Box 1606, Walker, LA 70785  
225-664-1115 / whollyground.org / [whollygroundcoffee@gmail.com](mailto:whollygroundcoffee@gmail.com)

Name of Renting Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check all of the following that apply to your event (no additional charges):

Sound System \_\_\_ Microphone \_\_\_ Projector \_\_\_

Event Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Additional Items (check all that apply):

Linen tablecloths (\$5/each) \_\_\_\_\_ Set up fee (\$50) \_\_\_\_\_ Clean up fee (\$50) \_\_\_\_\_

After hours fee\*\* (\$40/hr) \_\_\_\_\_

Deposit\*: - \_\_\_\_\_

Balance Due: \_\_\_\_\_

*\*Non-refundable \$50 minimum deposit is required upon booking. Final balance due on event date.*

*\*\*Events ending after 9pm are subject to \$40/hr after hours fee.*

"I have read and understand the Facility Use Guidelines and agree to be bound by all terms contained therein and all terms of this Rental Space Agreement."

Signature of renter(s) \_\_\_\_\_ Date \_\_\_\_\_



## Wholly Ground Coffeehouse Rental Space Pricing Information

**Big Room Rental** (Up to 175 people; 3200 sq. ft.)

**Monday-Thursday**

1 hr - 4 hrs : \$200

4 hrs - 8 hrs : \$400

**Friday-Saturday**

1 hr - 4 hrs : \$300

4 hrs - 8 hrs : \$600

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- Set up time and clean up time is included in reserved rental time, unless you are paying for Wholly Ground staff to set up or clean up.
  - You must pay for the full amount of time you want reserved (ex. Wedding set up at 11am-1pm, leaving and returning from 4pm-8pm must reserve 11am-8pm).
  - Please be aware that the renter is responsible for ensuring the kitchen area is cleaned if you have an outside caterer for your event.
  - Limited Sunday rental availability, please inquire with management.
  - Prices include: access to: 3200 sq. ft. room, 12 x 24 stage, high speed internet, 28 rectangular tables (each 6 ft long), 2 circular tables (3 ft diameter), 120 chairs, newly updated sound system, and projector with computer hook ups. Ask about access to kitchen and refrigerator area.
  - Our rental space is also our place of worship; please use good judgement in your music choice.
  - Events booked over multiple days may be subject to an additional fee.
  - Event ending after 9pm are subject to an after hours fee of \$40/hr.

Need a small, private rental space? Inquire about our small meeting room.

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Event Date: \_\_\_\_\_

Rental Time: \_\_\_\_\_ to \_\_\_\_\_

### Terms of Agreement

1. All renters of the facility shall be required to sign a rental agreement prior to using such facilities and grounds.
2. The person signing the rental agreement must be at least twenty-one (21) years of age and an authorized representative of the organization.
3. All buildings are "non-smoking" facilities. A \$500 fine will be charged if anyone is caught smoking, vaping, or using e-cigarettes inside the facility.
4. No alcoholic beverages are allowed on the premises. Anyone caught with alcoholic beverages on the premises shall be subject to immediate removal from the premises.
5. Decorations must not be attached to the buildings by using nails, staples, tacks, or cellophane tape. **NO** tape is to be applied to the floors as this will cause damage to the finish. The renter shall pay for any noted damage to the floor.
6. Other Damage: The renting party is responsible, and upon demand shall pay Wholly Ground Coffeehouse for any and all damage to the premises that arise from or is related to the renting party's rental of the property. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property owned by Wholly Ground Coffeehouse / Walker Community Ministries.
7. Rental prices include the use of tables and chairs. Tablecloths, set up of tables and chairs, and clean up fee is not included in the price.
8. Before leaving: the renter shall be responsible for bagging all loose trash (plates, cups, bottles, etc.), cleaning the floor of all spilled food/drink items or any debris, and returning all tables and chairs to their original location as when you entered the room (unless stated otherwise). A \$100 cleaning fee shall be charged in the event that the room is left unclean. Please refrain from using glitter.
9. Everything brought into the building or onto the grounds by the renter must be removed at the conclusion of the event.
10. No persons under eighteen years of age are allowed in the big room without an adult chaperone.
11. Maximum capacity: No more than 175 persons shall be permitted in the big room at one time.
12. Governing Law: This agreement shall be governed by the laws of the State of Louisiana. The parties agree that, in any provision of this agreement is held to be invalid or unenforceable, all of the other provisions shall, nevertheless, continue in full force and effect.

