



## Joseph M. Bartholomew Municipal Golf Course Clubhouse Rental/Permit Application

Date of Request: \_\_\_\_\_

- The Department of Parks & Parkway requires a completed and signed application before processing any reservation.
- The completed and signed application and rental balance are required 30 days prior to the scheduled event date.
- Any revisions to the Application must be received in writing and approved by the Department at least 10 days prior to the scheduled event date.

Submit application by mail, email, or fax to  
 Address: Joseph M. Bartholomew Municipal Golf Course  
 6514 Congress Drive  
 New Orleans, Louisiana 70126  
 Email: [playnolagolf@nola.gov](mailto:playnolagolf@nola.gov)  
 Fax: 504.288.3454

### Contact Information

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

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Detailed Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*If the event is a concert, auction, or fashion show include a separate document defining the intended layout of the facility; include a detailed description of any installations, décor, or equipment that will be used for the event.*

Event Date: \_\_\_\_\_ Anticipated # of Attendees: \_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Take Down/Cleanup Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Total Hours Requested: \_\_\_\_\_

Will the event have:  Amplified sound or PA system  Live music or entertainment  Food and beverage

<b>Clubhouse Rental Fees</b>		
<b>Meeting Room</b> (max cap. 60 people)	\$450 for a 3-hour minimum add. hours are \$125 per hour	\$125 nonrefundable usage fee
<b>“Greens View” (Main) Room</b> (max cap. 125 people)	\$750 for a 3-hour minimum add. hours are \$125 per hour	\$175 nonrefundable usage fee
<b>Meeting &amp; Greens View Room</b> (max cap. 185 people)	\$1100 for a 3-hour maximum	\$275 nonrefundable usage fee

#### Facility and Rental Policies

1. Room rental includes Clubhouse’s tables and chairs.
2. Golf dress required.
3. The earliest event time available is 8 a.m. Setup can begin at 6:30 a.m. for an 8 a.m. event.
4. All events and cleanup must conclude by 11 p.m.
5. Decorating, set up, or deliveries must be included within the rental time.
6. No confetti, glitter, piñatas, or similar materials may be used for decorations or thrown in or around the facilities.
7. Smoke machines, bubble machines, fog machines, and similar devices are not permitted in or around the facilities.
8. No staples, tacks, or other damaging materials can be used on the floors or walls of the facilities.
9. No fireworks, sparklers, Japanese lanterns, or similar items are permitted to be used in or around the facilities.
10. Music is permitted, however, must always be kept at a reasonable volume; if sounds can be heard outside of the Clubhouse, it is too loud. Music should not disturb other guests on the golf course, in the Clubhouse, or adjacent areas. The Department of Parks & Parkways staff have the right to control music volume or halt play.
11. The facilities should be left in the condition in which they were found.
12. The lessee is responsible for collecting, bagging, and dumping all trash in onsite dumpster.
13. Drug use on City of New Orleans property is strictly prohibited. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or illegal drugs on City property. Violators will be prosecuted to the full extent of the law.
14. The possession or use of weapons of any kind is strictly prohibited. Violators will be prosecuted to the full extent of the law.
15. The Department of Parks & Parkways reserves the right to require and regulate security personnel for any event. If required by the Department, the applicant shall provide security personnel at the applicant’s expense.
16. No animals are permitted on the premises with the exception of service animals (i.e. guide dog).
17. The lessee must be 21 years of age or older and is responsible for the group’s conduct and usage of the facility. It is the lessee’s responsibility to supervise all guests, including children and minors. The lessee cannot sublet the facility/rental under any circumstances. Any group who abuses the facility or violates rules and regulations will be asked to leave and charges for damages will be assessed. Any abuse of Department of Parks & Parkways staff is grounds for permit/rental forfeiture. If any group or individual is asked to leave the premises, they must do so promptly and forgo any refund.
18. The City of New Orleans Department of Parks & Parkways reserves the right to require applicants to procure and maintain public liability insurance against any loss or liability for damage which might result from or arising from its rental and use of the City’s facilities either to persons or property in the amount of \$1,000,000 liability and 2,000,000 aggregate listing Joseph M. Bartholomew Sr. Golf Course, the City of New Orleans, its agents, officers, and employees as additionally insured prior to the rental date of the City’s facilities. The primary point of contact, as listed on the Rental/Permit Application, must be named on the certificate of insurance. If a copy of the insurance certificate is not on file prior to the event, access to the facility/venue will automatically be denied. Contact your insurance agent to provide the insurance documents or consider obtaining special short term event insurance.

#### Food and Beverage

1. Food and beverage must be secured through the Clubhouse’s on-site caterer, The Munch Factory, for first right of refusal. The Munch Factory contact is Alexis Ruiz (themunchfactory@gmail.com).
2. Food and beverage not purchased through The Much Factory are subject to a corkage fee of \$5 per person to be paid directly to The Munch Factory.

#### Cancellation Policy

1. To receive a refund (minus rental deposit) due to cancellation the lessee must provide a written notice of cancellation 14 days prior to the scheduled event. If the lessee fails to provide notice 14 days prior all payments will be forfeited.
2. Should the event be cancelled due to natural disaster or extreme circumstances, the lessee will have a period of one year to reschedule the event without penalty. If the event is not rescheduled within the designated period, the lessee will forfeit all payments.

I, the undersigned, having read and being in full agreement with the above conditions, will comply with all policies and ordinances of the City of New Orleans. I will assume responsibility for any damage to the property or equipment thereof and will pay a fair price determined by the Department of Parks & Parkways for said damage. I do hereby waive, absolve, indemnify, and agree to hold harmless the City of New Orleans, the Department of Parks & Parkways, Joseph M. Bartholomew Sr. Golf Course, the organizers, sponsors, supervisors, and participants for any claim arising out of any accident or liability insurance that I may have.

I, the undersigned, certify that the information that we have provided on this application is true and accurate to the best of my knowledge. If event plans change, I will submit a revised application accordingly. I agree to abide by all the rules and stipulations listed in the Application.

I, the undersigned, acknowledge that any false or misleading information is provided, the City reserves the right to terminate your event on site and keep your deposit.

Primary Contact Signature: \_\_\_\_\_

Primary Contact Printed Name: \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

Event approved by: \_\_\_\_\_

Rental Fee Due: \$ \_\_\_\_\_

Trash & Damage Deposit Due: \$ \_\_\_\_\_

Nonrefundable Usage Fee Due: \$ \_\_\_\_\_

Security requirements: \_\_\_\_\_

\_\_\_\_\_

Insurance requirements: \_\_\_\_\_

\_\_\_\_\_

Refund Date: \_\_\_\_\_ (minus the nonrefundable usage fee)

Received by Signature: \_\_\_\_\_



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 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
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### Event Information

Event Name: \_\_\_\_\_  
 Detailed Event Description: \_\_\_\_\_  
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*If the event is a concert, auction, or fashion show include a separate document defining the intended layout of the facility; include a detailed description of any installations, décor, or equipment that will be used for the event.*

Event Date: \_\_\_\_\_ Anticipated # of Attendees: \_\_\_\_\_  
 Setup Start Time: \_\_\_\_\_ Take Down/Cleanup Time: \_\_\_\_\_  
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