



Park Rental Agreement

Origin Bank Riverwalk

Downtown RiverMarket & Development

A Division of the City of Monroe Department of Community Affairs
401 Lea Joyner Memorial Expressway, Monroe, LA 71201

Renter Name _____ Business Name (if applicable) _____

Address _____

City _____ State _____ Zipcode _____

Phone _____ Alternative Phone _____ E-mail _____

Area Reserved _____

Date of Event _____ Rental Time ____ [AM] [PM] to ____ [AM] [PM]

Description of Event (i.e., Johnson Wedding) _____

Event type: [PUBLIC] [PRIVATE] Estimated Attendance _____ Will tickets be sold? [YES] [NO]

Office Use Only:

Rental Fee _____ Damage Deposit ____ Other _____ Total _____

Amount Paid _____ Check # _____ Receipt # _____

By signing this form, the renter acknowledges receipt of all park rental rules and regulations.

Print Name _____ Signature _____ Date _____

Downtown RiverMarket Rep. Signature _____ Date _____

OFFICE USE ONLY

Deposit Paid [] Date Completed _____ Amount _____ Ck# _____

Rental Fee Paid [] Date Completed _____ Amount _____ Ck# _____

W9 Completed [] Date Completed _____

City of Monroe Special Events Permit [] Date Completed _____

Insurance Certificate [] Date Completed _____

Security Booked [] Date Completed _____ Badge Numbers: _____

Is alcohol being served? [Y] [N] [Public] or [Private] (circle one)

Open Container Waiver [] Date Completed _____

Letter from Mayor [] Date Completed _____

ATC Permit [] Date Completed _____ (Not required if private event)