



PRIVATE EVENT AGREEMENT



HOST NAME:	
CONTACT INFO:	

This Private Event Agreement is made as of _____, _____ 2025 by and between Rendon Inn LLC ("Rendon Inn, or The Rendon, or Rendon") or Dahanga LLC d/b/a The Hangar ("Rendon Hangar, or Hangar"), as the case may be, each a Louisiana limited liability company, and the undersigned duly authorized person (may also be referred to as "you", "your", "coordinator", or "host").

Event Information

Rendon Inn and The Hangar is/are available for private (full facilities) and semi-private (partial facilities) events on a contracted basis. The amount of space that is reserved for your group will vary depending on the size of your group, applicable event minimums and the type of event. Our team will work closely with you or your event planner to coordinate the best setup, menu, & bar program for your event. NO outside food or beverages are allowed without written consent. **Please carefully review and confirm all details below:**

Requested Space	☐ Rendon Bar	☐ Rendon Deck	☐ Rendon Patio	☐ Hangar
Event Type	☐ Private ☐ Semi-Private ☐ Other			
Event Date & Times (min. 3 hours for private events)				
Expected Number of Guests				
Fee Arrangement	☐ Hourly ☐ Guaranteed Minimum ☐ Other – Event Space Only			
Facility Charge (Rendon Inn)				
Facility Charge (Rendon Hangar)				
Age of Audience	☐ 21+ ☐ 18+ ☐ All Ages			
Cash Bar?	☐ Yes ☐ No ☐ Deposit: _____			
Facilities Cleaning Fee	Premises broom clean on departure; all equipment removed following event			
Staff Management Fee	Hangar Private Venue Rental Only			
Estimated Event Cost	Deposit Required: _____			
Beverages or Catering Requested: (identify requests in Notes below)	☐ Yes ☐ No			
Security/Doorman Requested?	☐ Yes ☐ No ☐ No. Requested			
Certificate of Insurance?	☐ Yes ☐ No ☐ If Yes, named insured? (\$250 fee)			

Notes:

Checks To: Rendon Inn LLC

Depot Zelle: TheHangar504@gmail.com

TO BE FILLED OUT BY RENDON INN REPRESENTATIVE:

Completed Credit Card Authorization Form

Received: _____

Date: _____

Event Deposit (Private events only)

Paid: _____

Date: _____

General Guidelines

Please review the following guidelines with your event in mind. If there are any questions or concerns regarding the guidelines provided, please do not hesitate to contact us to discuss the event guidelines and details.

Covid-19 restrictions

All rules, regulations, and guidelines applicable to Rendon Inn/Rendon Hangar on the date of the event must be strictly observed and complied with. Hosts are responsible for the conduct of their guests, including with respect to social distancing and mask wearing. Hosts are responsible for compliance with any necessary permitting unless expressly agreed by Rendon Inn/Rendon Hangar otherwise.

Age Restrictions

Rendon Inn is an 18+ only establishment to enter and 21+ to drink or play video poker. For semi-private events, no persons under the age of 18 years of age will be allowed into the facilities. For private events or events at Rendon Hangar, persons under 18 years of age may be allowed into the facilities depending on implementation of proper safeguards to comply with all local and state laws.

Outside Food & Beverages

Except as otherwise expressly agreed in advance or pursuant to this Agreement, outside food or beverages, including all alcoholic beverages in any quantity, are not permitted inside Rendon Inn or The Hangar at any time. Before entering the facilities, please responsibly dispose of any and all open vessels carrying beer, wine and/or spirits. Rendon Inn and The Hangar reserve the right to confiscate and dispose of beverages and escort person(s) out of the facilities. If this clause is breached, a \$500.00 fine will be placed on your final bill per occurrence. For private events, if specific wine or liquor is preferred for a private event, please notify us at least 14 days prior to your event so both parties can work to make proper arrangements to accommodate the request. Food or Beverage buyouts are available for a fee & must be discussed, & in writing, no less than 14 days prior to event.

Public Access

Rendon Inn is open to the general public. For semi-private events, signage will be posted within designated, reserved spaces. For private events, the general public will be appropriately notified that Rendon Inn will be closed for a private event. Rendon Hangar is a private rental facility only and is not open to the public.

Private Security Details

Private security will be required for all events in the sole discretion of management. If not required by Rendon Inn/Rendon Hangar, you may still request that private security be booked for your event. Rendon Inn and Rendon Hangar contract private security through a number of vendors and are generally able to assist you with your private security needs. Additional charges for private security apply. Costs for private security contracted through Rendon Inn/Rendon Hangar will be disclosed in advance of the event upon finalization of security requirements. Charges for private security will appear on the final bill. For private events, security may be separately contracted by you at your sole cost and expense subject to approval of security personnel by Rendon Inn/Rendon Hangar.

No Loitering

No loitering outside of the premises of either Rendon Inn and Rendon Hangar is NOT permitted. Guests outside the premises must not linger on the public streets surrounding the facilities. Unless expressly permitted by this Agreement and subject to receipt of any proper City of New Orleans permits, block parties, car hopping, and similar activities outside of the Rendon Inn/Rendon Hangar premises are not allowed. Anyone loitering outside of the premises without a specific, approved purpose (e.g., waiting for transportation, deliveries, etc.) will be asked to leave the area. Failure to comply with the instructions of Rendon Inn/Rendon Hangar staff, management, or security detail are cause for termination of the event or referral to proper local authorities.

Pets and Animals

While Rendon Inn is generally dog-friendly, with the exception of service animals, no pets or animals of any kind are permitted into Rendon Inn during private events. The presence of any animals within Rendon Hangar must be approved in advance by management.

Smoking

The interior spaces of Rendon Inn and Rendon Hangar are smoke-free per Orleans Parish law. Please refrain from smoking inside the facilities. Rendon Inn's outdoor patio and deck are smoker-friendly; however, for private events you may request that all spaces be smoke-free. Smoking indoors is the sole responsibility of the Contract Holder / Promoter. Failure to prevent guests from smoking inside venue may result in loss of Security Deposit. All guests are expected to properly dispose of all smoking materials; failure may result in an additional cleaning fee.

Decorations, Event Set-Up, Event Breakdown

Signs, banners and decorations must not be nailed or stapled to any walls or architectural details. Painter's tape or masking tape is permitted to be used. Confetti, glitter, silly string, paintballs, foam, silicon pebbles, and table-sprinkled products are NOT permitted in the venue. Use of any such items without the consent of Rendon management will incur \$250.00 excess cleaning fee. All decorations and event rubbish must be removed by the event hosts from all areas both inside and outside the premises at the conclusion of the event. Outside vendors (florists, DJs, musicians, event companies, etc.) should be put in contact with a Rendon Inn/Rendon Hangar representative prior to the event in order to coordinate arrival, set-up and clean up.

Staffing

Rendon Inn/ The Hangar will provide an appropriate number of bar and kitchen staff for the duration of your event depending on event requirements. Additional staff may be added depending on the estimated number of guests and event format in the sole discretion of management. For private venue-only rentals of Rendon Hangar, one (1) staff member will be assigned to your event for opening/closing and troubleshooting during the event. A Staff Management Fee of \$200 is charged for this service.

Production

Rendon Inn/ The Hangar will provide an appropriate sound & light tech based off the details provided at time of contract. Additional production may be added, but must be prior to week of the event. For live bands & complex AV needs, an additional fee will be charged to accommodate the needs & will be decided by management. Outside production equipment may be brought in, but must be approved by management. The Rendon Inn / The Hangar is in no way responsible for any outside production gear. An AV Management Fee of \$500 may be charged for this service. Any Dj or band refusing to abide by the guidelines set forth by the The Hangar's AV team, may be asked to pack up & leave the building immediately or in the middle of the event. Stage & Green room is for Entertainment use ONLY! If patrons are asked to exit the stage & do not, failure to comply may result in cancellation of the event & forfeit of deposit. Host will be 100% liable for any damages to equipment on stage & labor to replace any broken equipment.

Liability and Damages

To the fullest extent permitted by law, you shall hold harmless Rendon Inn and Rendon Hangar, their respective owners, officers, managers, staff, agents, and representatives from and against claims, damages, losses and expenses, including, but not limited to, attorney fees, which arise out of or in any way related to all personal injury, negligence, gross negligence, death or property damage (including, but not limited to, Rendon Inn/Rendon Hangar equipment and/or property) in connection with the rental, occupancy, or use of Rendon Inn or Rendon Hangar, as the case may be. In no event will Rendon Inn or Rendon Hangar be held liable for special, indirect, or consequential damages arising out of, or in connection with, the rental or use of the facilities under this Agreement. Rendon Inn/ Rendon Hangar is/are not responsible for any persons or property outside of the Rendon Inn/Rendon Hangar facilities or off of the premises of Rendon Inn/Rendon Hangar. Rendon Inn/Rendon Hangar is/are not responsible for personal articles left unattended in or about the facilities during or after the conclusion of your event. If something is left behind, you may call us at 504-218-7106 or 504-470-8111.

Any damages or additional clean-up (whether inside the premises or on the outside areas, including public streets, surrounding the premises) due to host or guest behavior or irresponsibility during your event will result in an additional charge.

Courtesy Protocol

Rendon Inn and Rendon Hangar have a zero tolerance policy for any lewd, inappropriate, or violent behavior. Any person(s) acting in such a manner will be escorted out of the facilities and barred from returning. If rude behavior and/or actions are present or if any person(s) are acting contrary to this Agreement, Rendon Inn and/or Rendon Hangar reserves the right to shut down the event at any time with no liability whatsoever. Additionally, Rendon Inn and Rendon Hangar each reserves the right to refuse service to or expel from the premises anyone in the sole and absolute discretion of the servers or managers on duty.

Payment

Whether the final bill is paid via cash, check or credit card, there must be a credit card on file prior to your event's start time for both semi-private and private events. Please complete and submit the attached credit card authorization form. You authorize us to make an initial charge of \$1.00 to ensure that the card is active in our sole discretion.

For guaranteed minimum events, your event must reach the event minimum identified above. The minimum is met only for applicable beverage and food sales and is not inclusive of tax, gratuity, private security or other add-ons unless otherwise expressly provided in this Agreement. If your party does not reach the event minimum at the agreed upon end time, an adjusted event fee will be added to the bill in order to reach the minimum. We prefer that the bill is on a single tab. There is generally no event deposit for semi-private events; however, Rendon Inn and/or Rendon Hangar reserve the right to secure a deposit for any event in its sole and absolute discretion. Any additional charges must be paid at the end of the event, failure to provide payment in full within 3 business days will result in a \$250 or 10% of balance late fee. Please have a check or Credit card ready to close out the event balance at completion of the event.

For private events, a \$1500.00 deposit is due upon submitting this Agreement, which guarantees your date. For liquor package events, the deposit is equal to 50% of the minimum guaranteed amount. The deposit will be applied to your event's total bill at your option.

For facilities rental events and open bar package events, the remainder of all payments is due not later than seven (7) days prior to the date of the event. Any & all damages made to the facility, items in facility, or equipment in the facility for the event is 100% the responsibility of host to pay for full replacement / install value within 7 business days, or will be taken directly out of any security deposit. Failure to pay damages, will result in a 20% Compounding MONTHLY LATE FEE.

For cash bar events, all contracted service amounts (e.g., cleaning fees, private security, etc.) must be paid not later than seven (7) days prior to the date of the event. All other account charges (e.g., guaranteed minimum shortfalls, etc.) must be settled in full upon receipt of a reconciliation statement from Rendon Inn/Rendon Hangar. For guaranteed minimum events that include guest cash bar sales to achieve the minimum, the event organizer may request that a Rendon Inn manager provide an update on the progress of the aggregate sales.

If a guaranteed minimum event is based solely on sales to the event guests, if the minimum is met by the end of the allotted time, the security deposit will be refunded within three business days of the end of the event or after all accounts are finally settled, whichever is later. Any guest tabs that are left open at the end of the event will be closed and a gratuity of 20% will be added.

Payment for all food, beverage, and service charges (excluding gratuity) are subject to Louisiana and Orleans Parish sales tax. In addition, a 20% service fee will be added to all food and beverage checks, including catered food, as a gratuity. For your convenience, we accept as forms of

payment cash, check, Visa, MasterCard, or American Express. Should you desire to pay our invoices with a credit card, a 3.5% surcharge will be applied. All Payments must be made to: Rendon Inn LLC

Cancellation Policy

In the event of a cancellation, Rendon Inn and The Hangar will make commercially reasonable efforts to rebook the facilities. If rebooked, no cancellation fee will be charged. If not, the following fees will apply:

- | | |
|---------------------------|-----------------|
| • Less than 30 days prior | 100% of deposit |
| • 30 - 60 days prior | 75% of deposit |
| • 60 - 90 days prior | 50% of deposit |
| • 90 Days + Prior | 0% of deposit |

Should you not cancel the event and do not show, we reserve the right to charge the originally agreed estimate or contracted minimum food and beverage spend for your event plus tax and gratuity.

Certificate of Insurance & Alcohol License

Should you require a copy of our liability insurance policy certificate of coverage or our alcohol licenses, we are happy to provide that to you. Please provide sufficient advanced notice so that we may provide the information in a timely manner. Should your private group event require a certificate of insurance on which your group will be a named insured during the hours of your event, please request a copy not less than 30 days in advance of your event. There is a \$150.00 fee for named insured certificates of insurance, which must be paid at the time the request is made.

Force Majeure

In the case that an event has to be cancelled due to a natural disaster or a circumstance beyond the control of Rendon Inn/ The Hangar, all amounts paid in advance, including any deposit, will be returned to you within 3 business days following the cessation of the force majeure event or held by Rendon Inn for event rescheduling, at your option.

Governing Law; Venue

This Agreement, including without limitation, any disputes arising out of or relating to this Agreement, shall be governed by the internal laws of the State of Louisiana, without regard to its conflict of law provisions. All parties hereto hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in the State of Louisiana with respect to any legal proceedings arising out of or relating to this Agreement.

Agreement

In submitting this Agreement, you recognize that all event guidelines have been read, understood, and agreed. It is the event planner's duty to inform the event attendees of the guidelines contained in this Agreement. For semi-private events, once this Agreement and the credit card authorization form have been submitted, your event will be guaranteed. For private events, Rendon Inn requires that this Agreement and the credit card authorization form be submitted and the event deposit paid before the event is guaranteed.

For further questions, concerns and information, contact us at TheHangar504@gmail.com or 504-470-8111.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date first written above.

RENDON INN LLC (as applicable)	EVENT COORDINATOR:
By: _____	_____
Jeffrey L. Rizzo Owner	Name of Person or Organization
Tel: 504.470.8111	_____
Email: TheHangar504@gmail.com	Signature of Authorized Person

	Title of Authorized Person (if applicable)
	Tel:(_____) _____ - _____
	Email: _____
	Address: _____



PRIVATE EVENT CREDIT AUTHORIZATION FORM

CREDIT CARD INFORMATION			
Card Number:			
Type of Card:	Visa Discover	MasterCard Other	Amex
Name on Credit Card:			
Expiration Date (MO/YR):		CVV:	Zip Code:
AUTHORIZED USER OF CREDIT CARD			
Contact Name:			
Organization:			
Contact Email:			
Contact Phone:			
Relationship to Cardholder:			
Date of Authorized Charge:			
Signature of Cardholder or Authorized User:			
Date:			

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information that I am providing and I authorize Rendon Inn LLC to charge this card on the date indicated above.

_____ Yes, I understand

Please email this completed form to thehangar504@gmail.com. Please transmit this form at least one week prior to your planned event or authorized charge date in order to ensure your request is processed. Following the charge, a scanned receipt will be emailed to the "Contact Email" within 72 hours.