

Alexandria Riverfront Center
707 Second St.
Alexandria, LA 71301
Ph. 318-442-9546 Fax. 318-443-1617

LEASE AGREEMENT: GENERAL EVENT

<BookNo>

Booking Number

<EventName>

Event Name

<StartDate>

Start Date

<EventLocationID>

Event Location

<CompanyName>

Company Name

<Phone1><FullName>

Primary Phone/Contact

The Riverfront Center is a smoke free facility, city code is strictly enforced.

Glass beer or wine cooler bottles are strictly prohibited in the Riverfront Center. Clean up fees will be assessed for glass.

Concurrent events may take place at discretion of manager.

Excessive clean up fees will be assessed for any trash outside the building.

LESSEE REQUIREMENTS

Rental

Rental charges are based on a four wall policy and include normal and customary setup which includes tables, chairs, stage and/or risers at the discretion of manager, normal janitorial service, heating, air conditioning, lightning, and clean up. Cleanup includes the break down of the tables and chairs after your event and emptying the trash receptacles in the event space. Excessive cleanup fees may be assessed if in the determination of the manager a temporary dumpster is required. Additional event space if needed may be available for additional fees. Concurrent events may take place at managers discretion.

Insurance

Insurance policy is required on all events held at the Riverfront Center without exception. This policy can be purchased from any special event insurance broker. This policy shall cover the event day and any move-in day(s) if utilized. If the "Lessee" is an organization or business, the business policy can be used as long as the Lessee agrees to provide the Riverfront Center with a certificate of insurance no later than ten (10) days prior to the event, meeting the following conditions:

\$1,000,000.00 Comprehensive Public Liability Policy. **With alcohol rider 'Host Liquor' or 'Liquor Liability' as is applicable.** The Alexandria Riverfront Center, the Alexandria/Pineville Area Convention and Visitors Bureau, and the City of Alexandria shall be listed as co-insured on all certificates of liability.

Security Officer

As the Riverfront Center is a publicly owned building, all events require security officers. Security is provided by the Alexandria Police Department. The Riverfront Center will schedule all officers. The cost of security will be in addition to the rental cost. This charge is \$20.00 per hour per officer with a four-hour minimum. Overtime rates may apply. **Officers will be present one half hour prior to public admittance and remain until all attendees have vacated the premises. Event is subject to cancellation if officer(s) are not available.**

Fire Officer

A Fire Officer may be required on site based on the nature of an event. All set-ups will be built to meet or exceed current Life Safety Codes, NFPA 101, without exception. The Alexandria Fire Prevention Office approves all set-ups. Once approved, set-ups may not be altered without express permission of the Fire Prevention Office. The Fire Prevention Office has final approval authority over all event set-ups

Catering

The Riverfront Center charges a \$250.00 kitchen fee for all events smaller than half building rental (excluding tradeshows). This fee offsets the costs of electricity, natural gas, water and equipment maintenance. There is also a refundable cleaning deposit of \$500.00 charged to all events that utilize the kitchen.

Alcohol Permits

Private events such as wedding receptions, Krewe parties, etc that give alcohol to their guests are not required to have a special event permit.

Events that are public or private that sell alcohol to their attendees or have a caterer that will dispense alcohol at the event, must obtain both the Parish and State permits. All permits must be received by the center 10 days prior to event.

Crowd Managers

NFPA 101 Life Safety Code requires CM's at all assemblies with an occupant load greater than 250 people. The Riverfront Center, working with the Alexandria Fire Prevention office will determine the number of CM's necessary for each type of event. The staffing of the CM's will be the responsibility of the Riverfront Center and the cost of the additional staff will be in addition to the rental cost. CM's are billed at \$12.50 per hour with a four (4) hour minimum.

Overhead Rigging

Overhead rigging will be allowed only from established flypoints. All rigging will be in accordance with industry best practices and "Entertainment Rigging" a practical guide by Harry Donovan. The facility will provide a blank 'rig plot' to be filled out by each event using overhead flypoints. This does not apply to equipment elevated from floor standing lifts. The rig plot will be filled out by the competent person in charge of rigging, and then submitted to the facility for approval. The rig plot will show all equipment, locations and weights to be flown. All rigging equipment will be stamped or tagged and tested with a safety factor of 5:1. To include but not limited to: shackles, wire rope, synthetic slings etc. No side loads will be allowed. Dead hang, straight lifts only. Rig plots that indicate an overloaded condition will not be approved.

General Notes

Charges for required, additional and/or requested security officers are \$20.00 per hour, per officer with a four hour per officer minimum. These officers will work as law enforcement officers of the City of Alexandria and shall not be 'event staff' or 'Tee shirt security'. The only security personnel authorized to carry weapons in the Riverfront Center are the LA State Police, Alexandria Police Officers, Alexandria City Marshall, Rapides Parish Deputies and the LA National Guardsman.

Any event that does not conclude by 12 midnight will be charged an additional \$250.00 per hour (or any part thereof) until the event concludes. Two hours cleanup / move out time will be allowed after the event concludes at no cost. Any cleanup / move out not completed within the two-hour period will be charged an additional \$250.00 per hour (or part thereof) until the cleanup / move out is completed.

Any and all decorators, caterers, audio/visual technicians and/or similar companies must be licensed in the city of Alexandria and the state of Louisiana prior to working in the Riverfront Center or it's premises. Caterers, decorators and audio/visual technicians must provide a current copy of their insurance certificate and workers comp, to the Riverfront Center prior to the event. The Alexandria Riverfront Center, the Alexandria/Pineville Area Convention and Visitors Bureau, and the City of Alexandria shall be listed as co-insured on all insurance certificates.

A CAD drawing of your function set-up will be provided, at no cost, following a planning meeting with the organization's representatives and Riverfront Center staff. All set-ups for functions must be confirmed in writing 72 hours prior to the event. Any changes to a pre-approved setup

inside of 72 hours are subject to a "reset charge" determined by the time and personnel required to make the desired change(s), minimum charge is \$500.00

SAMPLE

ALEXANDRIA RIVERFRONT CENTER
LEASE AGREEMENT: GENERAL EVENT

STATE OF LOUISIANA

PARISH OF RAPIDES

This agreement, made and entered into by the City of Alexandria, a municipal corporation organized under the laws of the State of Louisiana, acting by and through its duly authorized Manager, Alexandria/Pineville Area Convention and Visitors Bureau, hereinafter referred to as "Lessor", and <CompanyName> hereinafter referred to as the "Lessee", both of whom are parties to the following agreement:

WITNESSETH:

(1) That upon the terms and conditions herein expressed and in consideration of the covenants and agreements herein expressed and of the faithful performance by Lessee of all such covenants and agreements, the Lessor does hereby grant unto the Lessee the right to use and occupy the space indicated as "Premises" on Exhibit "A" of this agreement, which is incorporated as part of this agreement for all purposes. Lessee is to use the premises for the purposes indicated on Exhibit "A" and for no other purpose without the written consent of the Lessor, for the periods indicated on Exhibit "A", and on the terms and conditions as hereinafter set forth.

(2) **For purposes of this agreement, a rental day is defined as beginning at 8:00 AM and concluding at 11:59 PM of the same date.** Rental rates are assessed for areas of the ARC on a full rental day basis only. The day prior to the event day if used as a move-in day will be billed based on the size of event. A move in day is defined as beginning at 8:00 AM and ending at 5:00 PM. **An additional charge of \$250 per hour (or part thereof) may be assessed for additional time prior to or after these hours.**

(3) **It is agreed that the Lessee, upon execution of this agreement, shall pay at least one-half of said charges by check or certified monies. Contracts not executed within 15 business days from issue date will be canceled and the date released. The remaining one-half in check or certified monies shall be paid no later than thirty (30) days prior to the use of the said facilities and failure to pay this remaining one-half may result in cancellation of this agreement at the sole option of the Lessor, and forfeiture of any monies previously paid.** If the Lessee, being entitled to possession hereunder, fails for any reason to take possession of or use the premises, without the written consent of the Lessor, no refund shall be made and any payments made to Lessor shall be taken by Lessor and the full sum called for by this agreement, including any disbursements or expenses incurred by the Lessor in connection therewith, shall be payable by the Lessee to the Lessor. This may include any additional charges as shown on Exhibit "A" Invoice, hereto. It is further agreed that the retention of any such payments made by the Lessee to the Lessor shall not be considered as a penalty, but shall constitute partial damages owed to the Lessor.

(4) Lessor reserves the right at all times to require all employees of the Lessee, including, but not limited to, ushers, gate men, ticket takers, and the officers and agents of the Lessee, including its security guards, to eject any objectionable person or persons from the building and premises; and in the event of the exercise of this authority, the Lessee hereby waives any and all claims for damages against Lessor, its agents, servants and employees on account thereof. Lessee shall hire and pay the salaries of ALL employees required in connection with the event or attraction, including, but not limited to, the salaries of all stage performers, front lamp operators, projectionists, ticket takers, ushers, doormen and security guards. Based upon the information provided, the Lessor alone shall determine the minimum number of security guards and the source of such security guards.

(5) Lessor shall permit Lessee to peaceably and quietly enjoy the use of the premises hereinabove specifically described for the purpose and for the term aforesaid, including corridors necessary to accommodate patrons and restroom conveniences customarily open to the general public.

(6) Except as provided in this agreement, the Lessee shall not allow beer, wine, or any liquors of alcoholic content to be given away, sold or used upon said premises in violation of the rules and regulations promulgated by the Lessor nor in violation of any law of the State of Louisiana regulating the sale and use of alcoholic beverages. If alcoholic beverages are a part of the event, the Rapides Parish sales and use tax special event permit will accompany this contract when applicable. A copy of the executed, special event permit will be provided to the lessor by the lessee 10 days prior to the event start date.

(7) Lessor reserves the sole and exclusive right to sell or serve, in or about the premises covered by this agreement, any beverages, including alcoholic beverages, food, souvenirs, or other merchandise of any sort, and no free samples of any merchandise shall be given away by the Lessee without the written consent of the Lessor. **Lessor requires all caterers to have liability insurance, health certificates, and a Rapides Parish Health Department Permit,** and the Lessee may not designate a professional catering firm to cater any service of food or beverage without the consent of the Lessor.

(8) Lessor shall not be responsible for, nor liable to Lessee for any loss resulting from any lack of heat, water, lights, air conditioning, elevators, escalators or internet due to the failure of this equipment to operate or function properly through no fault or act of the Lessor.

(9) In case the premises covered by this agreement, or the building in which said premises are a part, be destroyed or damaged by fire or other cause, or if any other casualty or unforeseen occurrence or natural disaster or causes herein specifically shall render the fulfillment of this contract by Lessor impossible, then the terms of this contract shall end and Lessee shall be liable to pay for use only to the time of such termination and Lessee hereby waives and releases any claim for damages or compensation on account of such termination.

(10) Lessor shall not be liable or responsible for and Lessee shall save and hold harmless Lessor from and against any and all claims and damages of every

kind, for injury to or death of any person or persons and for damages to or loss of property arising out of or attributed directly or indirectly to the operations of the Lessee hereunder. Lessee shall likewise indemnify Lessor for any and all injury or damage to property belonging to Lessor, arising out of or in connection with or result from any and all acts or omissions of the Lessee hereunder, its agents, employees, or invitees. Lessee assumes responsibility for the condition of the leased premises under La. R.S. 9:3221.

(11) Lessor, through its Manager, Alexandria/Pineville Area Convention and Visitors Bureau, security guards, employees and other designated representatives, shall have the right at any time to enter any portion of the premises hereinbefore described for any purpose whatsoever, and the entire building, including the premises covered by this agreement, shall at all times be under the charge and control of the Alexandria Riverfront Center manager, the Alexandria/Pineville Area Convention and Visitors Bureau. The keys to the premises shall remain in possession of the Lessor or the Alexandria/Pineville Area Convention and Visitors Bureau, but during the period covered by this agreement, the entrances and exits of the premises shall be locked or unlocked as requested by the Lessee in accordance with the terms and conditions of this contract and in compliance with all prior codes.

(12) Lessor reserves the right after termination of the time for which the said premises are rented by this agreement to remove from the building any and all articles remaining therein and to store the same wherever it sees fit in its name, or at its option, in the name of the Lessee, but at the cost, expense and risk of Lessee, and Lessor shall not be liable in any way to Lessee on account of so removing and storing any such articles. For such additional period beyond the term of this agreement that any articles of Lessee may so remain in the building, Lessor shall receive the established rate per day as payment for moving in and out of the premises.

(13) Neither the halls or ramps of said building or premises, nor the sidewalks, entrances, or lobbies thereof, shall be obstructed by Lessee nor used for any other purposes than ingress and egress, and Lessee shall not permit any chairs, equipment, displays or other items to be or remain in such passageway, and shall keep such passageways clear at all times except as agreed to within this contract.

(14) Parking vehicles in the entrances or driveways of the Alexandria Riverfront Center or garage is prohibited. Vehicles so parked are subject to towing at the expense of the vehicle owner.

(15) Lessee shall not bring or permit anyone to bring into said building or premises or keep therein anything that will increase the fire hazard or the rate of insurance on the building or any property herein. Lessee shall not bring or permit any person to bring in to said building or premises any animals, or any other property of any kind, without the consent of the Alexandria Riverfront Center manager and shall not place nor put up any decorations without the consent of the Alexandria Riverfront Center manager, Alexandria/Pineville Area Convention and Visitors Bureau. Lessor reserves the right, at any time, to require Lessee to remove from the premises any animals, furniture, fixtures, wiring, exhibits or other things placed therein without the consent of the Lessor.

(16) Lessee shall not cause nor permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to the exterior thereof, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the building or the furnishings or equipment thereof, nor do, nor permit to be done anything which will damage or change the finish or appearance of the building or the furnishings thereof. Construction or painting shall not be allowed on the premises without the consent of the Alexandria Riverfront Center manager, the Alexandria/Pineville Area Convention and Visitors Bureau. **Lessee shall pay the cost of repairing any and all injury and damage which may be done to the building or any of the fixtures, furniture, or furnishings thereof by any act of the Lessee or any of the Lessee's employees or agents or anyone visiting the building upon the invitation of the Lessee, including the patrons of the attraction or function for which the Lessee is hereby renting the premises hereinabove described.** It is expressly agreed that the Alexandria Riverfront Center manager shall determine whether any such damage has been done, the amount thereof, and the reasonable cost of repairing the same, and whether it is one for which, under the terms of this agreement, the Lessee is to be held responsible.

(17) Lessor must approve the method of hanging any signs, posters, or decorations prior to their being hung. Lessee is responsible for hanging all decorations and assumes all liability for any personal injuries or property damage resulting from said signs, posters, or decorations. Lessee may not hang any items from light fixtures, exit signs, air conditioners, air supply ducts, return air grills or diffusers. Lessee may not remove or move any ceiling tiles for the purpose of hanging decorations without the consent of the Alexandria Riverfront Center manager. Lessee may not obstruct or cover any exit lights or fixtures. Lessee may not plug any lighting circuit or extension into any exit light fixture or socket unless approved in advance by the Lessor.

(18) Lessee and the decorator or other agent hired by the Lessee SHALL comply with applicable local, state, and national fire and safety codes. All agents must be approved prior to entering the facility. Approval may be obtained by completing proper provider agreement paperwork and having an insurance certificate on file for general liability, product liability, and workman's compensation insurance, with the Alexandria Riverfront Center, the Alexandria/Pineville Area Convention and Visitors Bureau and the City of Alexandria named as additional insured. **Lessee shall not allow any open flames in the center unless enclosed by glass. Lessee must not bring any gasoline or other flammable substances into the center. Decorations used by the Lessee shall be of approved flame resistant materials. Decorator or decorator's representative must be on-site throughout the duration of the event.**

(19) Lessee hereby covenants and agrees to pay to Lessor, at its office in the Alexandria Riverfront Center, for the use of said premises and space the sum of the rental amount, plus any additional charges as set out on the confirmation sheet attached hereto and incorporated herein, for all purposes. In the case of failure by the Lessee to pay any sum when due to the Lessor, Lessee Shall be responsible for all costs of collection, including attorney's fees. Additionally, Lessee shall not be leased any portion of the facility

in the future unless any past due sums, plus collection costs and attorney's fees are paid in full. The manager reserves the right to adjust pricing.

(20) Lessee will forfeit all deposits paid to the Alexandria Riverfront Center when canceling an event for any reason and at any time prior to event. In addition, contracts will be enforced for the remaining balance as follows:

364 days to 274 days prior to event	25% of remaining balance
273 days to 183 days prior to event	50% of remaining balance
182 days to 91 days prior to event	75% of remaining balance
90 days or less	100% of remaining balance

(21) The Lessee shall provide to the Alexandria Riverfront Center manager, the Alexandria/Pineville Area Convention and Visitors Bureau, proof of adequate comprehensive public liability insurance in the amount of **\$1,000,000.00** to be paid for solely by the Lessee. The Lessee will name the **Alexandria Riverfront Center, the Alexandria/Pineville Area Convention and Visitors Bureau, the City of Alexandria** as additional insured on this public liability insurance. Events with alcohol shall provide alcohol rider for policy.

(22) Lessee shall not imply that Lessee's function is sanctioned by Lessor. Lessee may not advertise the Alexandria Riverfront Center telephone numbers.

(23) Lessee shall comply with all the laws of the United States of America, the State of Louisiana, all ordinances of the Parish of Rapides and the City of Alexandria, and all rules and requirements of the Police and Fire Departments, or other municipal authorities of the city of Alexandria, and shall obtain and pay for all necessary permits and licenses, at Lessee's sole expense, and will not do, nor suffer to be done, anything on said premises during the term of this agreement in violation on the part of the Lessee, its agents, employees, or assigns, or of any person admitted to the said premises by the said Lessee, said Lessee shall immediately desist from and correct such violations. The Lessee shall be responsible for any damages arising from a violation of these laws, ordinances, rules, or requirements by the Lessee or any employee, invitee, licensee, agent, or assign of the Lessee. Lessee further agrees that no performance, exhibition, or entertainment shall be held which is in violation of any law, including state obscenity laws.

(24) Lessee shall not post or exhibit, nor allow to be posted or exhibited, signs, advertisements, show bills, lithographs, posters or cards of any description, inside or in front, or on any part of said building, except upon the regular billboards provided by the Lessor therefore, and will use, post or exhibit only such signs, advertisements, show bills, lithographs, posters, or cards upon said billboards as related to the performance or exhibition to be given in the said premises.

(25) **Lessee shall not admit to said premises a larger number of persons than the seating capacity or fire code thereof will accommodate, or can safely or freely move about in said areas, the decision of the Alexandria Riverfront Center manager in this respect shall be final. Lessee agrees to restrict ticket sales to seating capacity of event. Entrance doors will be shut and locked when shows are 'sold out'.**

(26) Lessor assumes no responsibility whatsoever for any property placed in or on said premises, and said Lessor is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person or property that may be sustained by reason of the occupancy of said premises under this agreement. Lessee must receive or make arrangements with a transfer company for the receipt of shipments of exhibits, equipment or other items. Lessor shall not accept shipments directly unless arranged in advance with the Alexandria Riverfront Center Manager. An additional charge for drayage service shall be billed at an amount to be agreed upon between the parties in advance.

(27) Lessee agrees to pay court costs and reasonable attorney's fees on any amount owed by the Lessee under any part or provision of this entire agreement which is in default and may be collected by legal processes.

(28) Information on the performance, exhibition or entertainment shall be provided on the attached Confirmation/Invoice. Exhibit "B" contains information on the venues policies, Exhibit "C" contains insurance requirements. The confirmation sheet and Exhibits "B" and "C" are included as part of this contract between lessor and lessee.

(29) Lessee shall pay all taxes incurred in connection with the performance, exhibition, or event, and furnish Lessor all information necessary in order that the Lessor may make the required returns to the United States Government. Lessee is solely responsible and will pay any and all tax liability due to sales made at trade shows or other exhibitions. Ticket sales numbers shall be disclosed to the Riverfront center

(30) Any matter not herein expressly provided for shall rest solely within the discretion of the Alexandria Riverfront Center manager, the Alexandria/Pineville Area Convention and Visitors Bureau.

(31) Lessee agrees to comply with all ordinances and resolutions of the City of Alexandria, Louisiana which relate to the rental and use of the premises or services provided in this agreement. **The Center is a No Smoking facility.**

(32) Lessee agrees that for performances or entertainment lasting one and one-half hours or more, an intermission of not less than fifteen minutes be held, unless prior written approval is obtained by the manager.

(33) The Lessee assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of said event; and Lessee agrees to indemnify and hold harmless Lessor from all damages, costs and expenses in law or equity for or on account of the use of any patented, trademarked, or copyrighted materials, equipment, devised, processes, or dramatic rights furnished or used by the Lessee, or its contestants or exhibitors, in connection with this agreement. Lessee is solely responsible for and will pay all fees due resulting from the performance of licensed music or from the use of pre-recorded licensed music.

(34) **Event Damage Deposit:** A damage deposit, amount to be determined by the manager based on specific event type will be collected prior to the event date. The deposit shall be collected with payment for the facility.

(35) **Kitchen deposit.** The Riverfront Center provides a preparation kitchen for the convenience of our customers. The Riverfront Center does not have the permanent staff to operate and/or clean the kitchen after each use. The event caterer is responsible to the Lessee to return the kitchen to the same condition as prior to the event start. **The Lessee for each catered event will be required to post with the Riverfront Center a \$500.00 cleaning deposit prior to entering the facility.** The deposit is to be collected with payment for the facility. The Riverfront Center staff, together with the caterer will inspect the kitchen area, catering elevator and catering loading dock prior to and after use. Discrepancies noted by the Riverfront Center manager will be brought to the attention of the caterer. The caterer will then have the opportunity to remedy all discrepancies. Discrepancies not corrected by the caterer will be corrected by the Riverfront Center resulting in forfeiture in whole or part thereof of the cleaning deposit. The Lessee will receive any balance due from the cleaning deposit within 10 business days after the event. **The caterer or caterers representative must be on-site during the entire event.** If the caterer departs prior to conducting the post inspection with the Riverfront Center manager, then **caterer shall cause forfeiture** of the entire cleaning deposit.

(36) Lessee agrees not to lease, sublease, nor assign his right, title, or interest under this agreement to any other person, entity, group, association, or anyone else without prior written consent of the Lessor.

(37) The Lessor and Lessee agree that this written agreement supersedes any verbal agreement that may have been made between the parties. **Erasures or alterations to this contract will void this agreement and forfeit event date.**

(38) If booking occur 30 or less days prior to the event, full payment is due at time of booking. If payment is not received at time of booking the date will be released. Governmental agencies will be allowed to provide the ARC with a signed contract and official hard-copy purchase order for the full estimated amount of the rental in lieu of a signed contract and 50% deposit. The group will be considered definite with a signed contract and purchase order. Full payment is due in accordance with the purchase order agreement.

(39) Event specific equipment and or materials not normally provided by the Riverfront Center will be the responsibility of the event promoter to arrange and provide for the event.

(40) **FACILITY FEE:** The Center charges a \$1.00/ticket facility fee for all entertainment events, (Including, but not limited to, Concerts, Mixed Martial Arts, Boxing and Comedy Shows) brought into the Center. Non profit and Not for profit events are specifically exempt from this fee. The Center will provide one ticket taker at no cost to the event. Tickets will be collected from patrons entering the facility and dropped into a lock box. Ticket counts will be conducted after the box office closes or show is sold out. Representatives of the Center, promoter, and commission members if applicable, will be present for the count. Charges will be invoiced and collected based on ticket count the night of the event. Promoters are required to purchase tickets that have a tear off stub to allow for an accurate count of tickets. Tickets without a tear off tab will not be accepted by the Center. Promoter is to provide the Center with a copy of ticket manifest 10 days prior to show. Ticket facility fee applies to all

tickets for event including per table and complimentary tickets. In no case shall ticket sales be allowed to exceed the number of seats in an event.

(41) **CORKAGE FEE:** The Center charges a \$1.00/ticket corkage fee for all entertainment events, (Including, but not limited to, Concerts, Mixed Martial Arts, Boxing and Comedy Shows) brought into the Center that have alcohol sales as a part of the event. This fee is in addition to the Facility Fee. Non profit and Not for profit events are specifically exempt from this fee. Tickets will be collected, counted and invoiced as described above. The Corkage fee does not relieve the promoter of the responsibility to obtain required Parish and State permits for the sale of alcohol.

(42) This agreement shall be governed by the laws of the State of Louisiana. The obligations and undertakings of each of the parties to this agreement shall be performable at Alexandria, Rapides Parish, Louisiana.

IN WITNESS WHEREOF, the City of Alexandria, Louisiana, a municipal corporation, acting by and through its Alexandria Riverfront Center manager, the Alexandria/Pineville Area Convention and Visitors Bureau, Lessor, and <CompanyName>, Lessee, have executed this agreement on <Current Date>.

CITY OF ALEXANDRIA, LA

BY:

ALEXANDRIA RIVERFRONT CENTER
MANAGER, Alexandria/Pineville Area
Convention and Visitors Bureau

Lessee <FullName> <Phone1>
Address <Address>
<City>, <State>
<ZipCode>