

TOWN OF ABITA SPRINGS

PICNIC SHELTERS	
(2-HOUR MINIMUM) *RENTAL PRICING DOES NOT INCLUDE THE USE OF TABLES AND CHAIRS. *SECURITY DEPOSIT INCLUDES A \$25.00 NON-REFUNDABLE POST EVENT INSPECTION FEE.	
PLAYGROUND SHELTER	\$ 25.00/ HOUR
RIVER SHELTER	\$ 25.00/ HOUR

TOWN HALL			
RENTAL PRICING INCLUDES 1-HOUR SETUP, 1 HOUR BREAKDOWN AND THE USE OF TABLES AND CHAIRS.			
RENTAL TYPE		RENTAL TIME	RATE
MEETING (WEEKDAY)	(MONDAY – FRIDAY)	UP TO 3 HOURS	\$150.00
MEETING (WEEKEND)	(FRIDAY-SUNDAY)	UP TO 3 HOURS	\$250.00
HALF-DAY (WEEKDAY)	(MONDAY – FRIDAY)	6 HOURS	\$400.00
FULL-DAY (WEEKDAY)	(MONDAY – FRIDAY)	10 HOURS	\$700.00
HALF-DAY (WEEKEND)	(FRIDAY-SUNDAY)	6 HOURS	\$600.00
FULL-DAY (WEEKEND)	(FRIDAY-SUNDAY)	10 HOURS	\$1,200.00
SECURITY/DAMAGE DEPOSIT FOR THE TOWN HALL AND PAVILION: \$500.00			
SPECIAL CONSIDERATION FOR FUNERAL AND MEMORIAL SERVICES			
*The Town offers reduced pricing for funeral or memorial services for Abita Springs residents.			

ADDITIONAL FEES	
ON-SITE EVENT SUPPORT *STAFF MEMBER MAY BE ASSIGNED TO EVENT IF NEEDED OR REQUESTED.	\$25.00/ HOUR
SECURITY/DETAIL OFFICER	\$40.00/ HOUR (4-HOUR MIN.)
*FOR THE SAFETY OF THE GUESTS AND PROTECTION OF TOWN PROPERTY, A UNIFORMED OFFICER MAY BE REQUIRED AT CERTAIN EVENTS. IN ORDER TO RESERVE AN OFFICER FOR YOUR EVENT, PLEASE CONTACT THE ST. TAMMANY PARISH SHERIFF’S OFFICE DETAIL DEPARTMENT AT (985)-863-6516 OR DETAIL@STPSO.ORG TO BOOK.	

EQUIPMENT RENTALS	
MICROPHONE, SPEAKERS, AND AMPLIFIER	\$50.00
TABLES AND CHAIRS (offsite usage)	\$350.00
*2 MAINTENANCE PERSONNEL TO DROP OFF	\$50.00/ EACH
*2 MAINTENANCE PERSONNEL TO PICK UP	\$50.00/ EACH
TABLE AND CHAIR SET-UP	\$200.00

EQUIPMENT POLICY

All renters are required to inspect and test any rented equipment no later than **3:00 p.m. (Mon.–Fri.)** on the day of their scheduled event, or by **3:00 p.m. on the Friday preceding** a weekend event, to confirm that all equipment is functioning properly. Please be advised that **Town personnel will not be available to aid once the event has commenced.** Failure to complete an equipment inspection prior to the event will result in the renter assuming full responsibility for any malfunctions or issues that occur during the rental period. If equipment malfunctions during the rental despite having been properly inspected, a refund will be issued for the affected item(s) only.