

# Rental Information & Rules

## Tammany Trace Covered Areas and Pavilion

*(Located on Koop Drive & Kid's Konnection Playground)*

- All reservations must be made in advance. No group, private party celebrations or events allowed without reservations. No group or private party celebrations allowed under the pavilion inside the Kids Konnection Playground. There are 4 areas that are available for reservation.
- The Trace will provide a private area with 4 picnic tables. You are allowed to bring 1 outside table.
- No grilling, cooking or alcohol is allowed. No electricity use is allowed except for Kids Town Pavilion.
- All children under the age of 12 are required to have adult supervision. Children attending the event/party must be hand-delivered by an adult to the reserved area and chaperoned during the event.
- No piñatas, bikes, skateboards, skates, helies, high heels, roller blades, scooters, balls, Frisbees, water guns or chewing gum allowed in the reserved area
- Shoes must be worn at all times.
- Pets are NOT allowed in the area or on the Trace.
- You will have 15 minutes before your event to set up and 15 minutes after for clean up. Your deposit will be forfeited if you do not have your area clean and leave on time. Please remember there may be an event before and or after your event. In the event weather does not permit use of the reservation, you may elect to reschedule event or receive a refund.
- Checks, credit cards and money orders are accepted. NO cash is accepted.
- Cancellations for any reason other than weather must be made 7 days prior to event or your deposit will be forfeited. If you chose to cancel, you will be mailed a refund 10 to 14 days after cancellation.

Please make checks or money order for deposit and party rental to St. Tammany Parish Government. All returned checks are subject to a \$50 NSF Fee. All checks and/or money orders will be deposited when received and your deposit refund will be mailed 10-14 days after your event.

- 1) Deposit is due when reservation is made. This will be deposited when received.
- 2) Rental Fee (checks & money orders) is due 7 days before reservation date.
- 3) Credit cards will be charged deposit when reservation is made and will be charged the party fee the day of the party (excluding the refundable deposit if applicable).

Deck Area (20 x 20)  
*Behind the Caboose*  
 (Inside the playground)  
 \$75.00 for 2 hours  
 \$25.00 deposit

Covered Areas (20 x 20)  
*Areas 1 & 2*  
 (Outside the playground)  
 \$50.00 for 2 hours  
 \$25.00 deposit

**Times available for rental:**

**10:00 am – noon      12:30 pm -2:30 pm      3:00 pm – 5:00 pm**

**Kids Town Pavilion (Size 30 x 70)** Great location for company picnics, family reunions and large groups. No tables are provided in this area. We do have benches and you are allowed to bring your own tables. \$75.00 per hour with a 2 hour minimum with a \$75.00 deposit. Rental times will vary depending on event.

*Please follow the rules so that everyone has a great time at your event!*

*I have read and understand all the rules. I acknowledge that the rules apply to me and those in my party. I will adhere to the rules. If I do not follow the rules, my party may be asked to leave and I will forfeit my deposit.*

|   |
|---|
| Printed Name _____                          |
| Signature _____                             |
| Address _____                               |
| City _____                                  |
| ST _____ ZIP _____                          |
| Contact # _____                             |
| Party Date/ Area/Time _____ / _____ / _____ |

**Thank you for reserving your special event at the Tammany Trace and Kids' Konnection Playground!**

**For more information or to reserve your event please call 985-867-9490.**