

# *The Music Box Village - New Orleans Airlift*

The Music Box Village is a unique, hand-built art and sculpture garden operated by New Orleans Airlift, a federal 501c3 arts nonprofit. The site encompasses the back field, garden encircled by our fence, entry area and parking lot. It is an outdoor site.

Any use of our indoor workshop area, indoor bathrooms or any other part of our property must be listed on your quote separately. The client accepts the facilities as existing and suitable for the intended use. The client shall reimburse New Orleans Airlift for any costs of repair or replacement incurred to the facilities, including fixtures and equipment.

The site, including parking lot and grounds, is to be returned in the same condition as presented. Additional cleanup and damage will be deducted from deposit or billed. No alterations, additions or physical changes will be made to the site without Airlift's prior written consent.

New Orleans Airlift is not responsible for changes due to weather or other conditions outside of our control. If the Music Box Village is unable to be used due to such changes, the client releases New Orleans Airlift from any and all claims for damages resulting. New Orleans Airlift will offer its facilities on a replacement date. Airlift is not responsible for injury, personal belongings, or any items left on site. The client agrees to hold New Orleans Airlift harmless from claims related to the performance of this agreement.

New Orleans Airlift reserves the right to provide all beverage service including alcoholic beverages. Airlift is not responsible for monitoring the consumption of alcohol by the client or guests. Airlift is not responsible for any damage or injury to or by individuals who have been served alcohol.

Trash should be loaded into our on-site dumpster as space allows, or trucked out.

## Site Guidelines:

- No smoking inside the fence
- No dogs or other animals allowed unless service animals
- Children must be attended \*at all times\* at a minimum of one adult to three children
- Please take care with off-site parking not to block neighbors driveways and access
- Village sound and amplified sound/music is turned off at 10pm sharp. Low recorded music may be played afterward at our staff's discretion.
- Alcohol is not permitted to be brought on site, offered or sold.

**Cancellation Policy:** We accept cancellations with full refund up to three months ahead of your event date. After that date, you may receive a 50% refund of your deposit up to one month ahead of your event date. There are no cancellations or refunds due to rain or inclement weather. We will provide a rain date.

**Payment Schedule:** 50% of your estimated event quote is due to reserve your event date. Your second 50% payment is due one month before your event date. You will receive a final bill for additional charges, damages, etc. within two weeks after your event, and third/final payment is due in 30 days from event date. Your 50% date deposit is only refundable in the event of cancellation, as above.

## Included:

2-hour rehearsal visit to be scheduled with Airlift  
Use of our parking lot - accommodates 30 cars maximum  
Dumpster

Planning for bar service and menu

Limited staff time in booking and planning the event as pertains to our site and vendors

On-site staff of 3 during event hours

**Not Included:**

Tenting

Additional parking

Security

Sound engineer

Additional bathroom

Tables, chairs, linens, decor

Day-of event planner

By signing this contract, client agrees to abide by all terms and guidelines listed, and to cooperate with Airlift staff in planning and use of the site.

Signed and agreed

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Deposit Info: \_\_\_\_\_