Ouachita Parish Police Jury
Cheniere Lake Park

104 Cheniere Lake Dr.
West Monroe, Louisiana 71292
Phone: Public Works – (318) 387-2383
John Tom Murray, Director
Reservation Information:
Samantha O'Neal – Email: soneal@oppj.org
Park Supervisor: Raymond Hoggatt – Cell: (318) 366-9552

Lodge Rules:

No Smoking Inside the Lodge

Full Payment Required at Time of Reservation: Your reservation is not confirmed until full payment is received.

FIRST-COME FIRST SERVED: RESERVATIONS ARE PROCESSED IN ORDER OF PAYMENT.

Accepted Payment Methods: Checks, cashier's checks, money orders, debit/credit cards.

A 3.99% convenience fee will be added for debit/credit card payments. The sales transaction will appear as "OPPJ" on your bank statement. Cash is not accepted.

Lease Fees	Timeframe	Fee
Half Day Lease (Mon – Fri & Sun)	9:00 AM – 3:00 PM or 4:00 PM – 10:00 PM	$337.50
Full Day Lease (Mon – Sun)	9:00 AM – 12:00 Midnight	$562.50
Saturday Full Day (Only) Lease	9:00 AM – 12:00 Midnight	$562.50
Cleanup/Damage Deposit	$150.00 (Refundable)	
Cleanup/Damage Deposit with Alcohol*	$300.00 (Refundable)	

***Security Requirements for Alcohol**:

Security is required for events involving alcohol. Acceptable forms include an active security guard, police officer, military police, or bouncer.

Set-up Guidelines:

Set-up may begin at 9:00 AM.
Staples may be used in moderation if removed.
Prohibited: Glitter, confetti, sparklers, or lighted candles.
LED and Unity candles are permitted.
All items must be picked up and the floor swept after the event.
Take care not to damage the floor.
Rental items must be picked up by 9:00 AM the following day unless prior arrangements are made with the Park Supervisor.

Clean-Up Guidelines:

Do not disassemble tables and chairs.
Only clean areas where spills or waste occurred; no need to mop the entire floor.
Clean any spills on tables.
Clean the prep area and sink thoroughly.
Take all food related trash outside to the rolling trash receptacles located on the west side of the Lodge (near coke Machine).

Important: The Parish is not responsible for items left overnight. Please check the freezer, refrigerator, and ensure all lights and water are turned off. Do not dispose of items in toilets.
Non-compliance with the above rules will result in the forfeiture of your deposit.

Available Amenities:

20 folding tables (8-ft), 2 folding tables (6-ft), 4 round tables (48”), and approximately 100 chairs
The lodge accommodates up to 100 guests.
Tables can be set up upon request. Some tables are already set up upstairs.
The lodge includes a full-sized kitchen with a microwave, large commercial stove/double oven, ice machine, coke machine, coffee pot, refrigerator, freezer, and BBQ grill.
Outdoor pavilion with pergola and water fountain.
A wood burning fireplace is available (firewood provided upon request).
A large, live Christmas tree is displayed from Thanksgiving to New Year’s Day.
A volleyball net is available upon request.

Pavilion Fees:

Pavilions 1-A, 1-B, & 1-C (with electricity, water, grill, and playground access): $150.00/day
Pavilions 1-D & 1-E (with electricity, water, and playground): $60.00/day
Tent Pads (with water/electrical outlets): $22.72/day including taxes
RV Parking Spaces (water/electrical hookup, 30 amp only): $34.08/day including taxes

Cheniere Lake Park Lodge Fee Structure:

Half Day (Without Alcohol):

Fee: $337.50
Refundable Cleanup/Damage Deposit: $150.00
Total: $487.50

Half Day (With Alcohol):

Fee: $337.50
Refundable Cleanup/Damage Deposit: $300.00
Total: $637.50 (plus associated security cost)

Full Day (Without Alcohol):

Fee: $562.50
Refundable Cleanup/Damage Deposit: $150.00
Total: $712.50

Full Day (With Alcohol):

Fee: $562.50
Refundable Cleanup/Damage Deposit: $300.00

Total: $862.50 (plus associated security cost)

Payment Information:

Please submit payments to:

Ouachita Parish Public Works
337 Well Road
West Monroe, LA 71292

Refund Policy & Information:

To receive a full refund, cancel your reservation within 30 days.
If cancellation occurs within 30 days, only the deposit will be refunded.
Refunds will be processed and mailed approximately two weeks after the event from the Ouachita Parish Police Jury.
Contact the Public Works office at (318) 387-2383 if you have not received your deposit after two weeks.

Non-Sufficient Funds:

A $10.00 fee will be charged for returned checks.
If a check is returned NSF, the payment must be made in cash to the Ouachita Parish Police Jury.
Please submit payments to:

Ouachita Parish Police Jury
100 Bry Street
Monroe, LA 71201

Make Checks Payable to:

OPPJ (Ouachita Parish Police Jury)
Checks, money orders, or cashier's checks can also be mailed to:

Ouachita Parish Public Works
337 Well Rd.
West Monroe, LA 71292

A receipt will be provided via mail or email, depending on your preference.

Signature of Lessee: _____ **Date**: _____