

Ocean Springs Alice Street Rec Center Rental Agreement

400 Alice St., Ocean Springs, MS 39564

[228-875-8665](tel:228-875-8665)



Rentals are for a 12 hour period of time, Saturdays and Sundays ONLY.

You must be at least 21 years of age to rent the facility and sign this contract.

This is a TOBACCO FREE facility.

Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Event: _____ Type of Event: _____

Start Time: _____ End Time: _____

of People: _____ (Maximum Capacity – 925 if standing; see page 3 for seated capacity limits.)

Phone: Cell- _____ Home- _____ Work- _____

OFFICIAL USE ONLY

Date Paid:

Amount Paid:

Method of Payment: Check Cash CC Online

Receipt #:

Accepted By:

Balance Due: _____

Final Payment Due on or before: _____

Date Paid: _____ Amount Paid: _____

Method of Payment: Check Cash CC

Receipt #: _____ Accepted By: _____

Paid in Full: _____

Signature

Date

RENTAL FEES

Rentals are for a 12 hour period of time, Saturdays and Sundays ONLY.

Facility Rental Fee	\$200.00
*Deposit	\$200.00

- Additional hours must be approved in advance. Additional rental is \$50.00/hour, minimum of 2 hours.
- The deposit is due the DAY THE FACILITY IS BOOKED.
- The balance is due two (2) weeks prior to the event. Failure to pay fees two (2) full weeks in advance will result in cancellation of the rental agreement and forfeiture of deposit.
- IF THE EVENT IS CANCELLED BEFORE OR ON THE DAY OF THE EVENT, THE DEPOSIT IS NON-REFUNDABLE.
- The deposit is REFUNDABLE after the event takes place, provided there is no damage to the facility or its contents and the building must be cleaned. (See attached checklist.)
- Deposit refund checks may take up to 30 days to be issued.

PLEASE INITIAL _____

ALCOHOL

- No persons or group renting this facility will be permitted to SELL ALCOHOLIC BEVERAGES to the public unless the seller is Licensed and Bonded by the State of Mississippi. Groups are permitted to bring alcoholic beverages **for their Personal Consumption Only**.
- NO ONE UNDER THE AGE OF 21 WILL BE ALLOWED TO CONSUME ALCOHOL IN A CITY FACILITY (NO EXCEPTIONS).
- IF ANY TYPE OF ALCOHOL IS PRESENT ON THE PREMISES OF THIS FACILITY, YOU ARE REQUIRED TO HAVE SECURITY PRESENT.

SECURITY GUARDS AND CHAPERONES

For security reasons, any function serving alcohol must have two (2) security officers on duty during the event.

All youth groups must have TWO (2) SECURITY GUARDS IN ADDITION TO ONE (1) CHAPERONE FOR EVERY 50 CHILDREN/PEOPLE. The chaperone's name and phone number must be provided before the contract can be signed.

The cost for each security guard is \$25.00/hr. There is a minimum of four (4) hours per security guard. The City will book the security guards through the Ocean Springs Police Department. The security guard fee will need to be paid separately the night of your event. The City of Ocean Springs reserves the right to require ADDITIONAL SECURITY AT ITS DISCRETION.

FAILURE TO PROVIDE SECURITY WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THE RESERVATION AND POSSIBLE FORFEITURE OF THE DEPOSIT.

If a City of Ocean Springs employee is on duty during your rental, he/she is there to open and close the facility and to control all equipment located on the premises of this facility; however, City employees will not handle or move property owned by those other than the City. CITY EMPLOYEES ON DUTY WILL NOT ACT AS CHAPERONES FOR ANY GROUP.

CONCESSION AREA

There are two refrigerators and a microwave oven available.

DECORATING

Decorating must be done during the time period you have reserved this facility. (If you wish to decorate the day before the event, you must pay the rental fee of \$200.00).

- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations or anything else to walls or tables. 3M packing tape may be used for applying decorations to wood surfaces. **NO TAPE ON WALLS.**
- Damage to walls will result in loss of deposit and possible additional fees and charges.
- Absolutely **NO** tape of any kind (vinyl, paper, painters, masking, scotch, etc.) is allowed to be put on the gym floor. This will result in the loss of deposit and possible additional fees and charges.
- Decorations of any kind may not be attached to the ceiling tiles and/or grids.
- Rice and birdseed are permitted outdoors.
- Under no circumstances are tables, chairs, or any equipment/furniture to be removed from this facility.
- If serving food and/or drinks, all tables must be covered with some type of tablecloth.
- No spray glue, bottled bubbles, smoke machines, spray glitter, spray paint, or any type of aerosol adhesives will be allowed in the facility.
- Changing the appearance of this building other than normal decorating is **NOT PERMITTED.**

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN LOSS OF ALL OR PORTIONS OF THE DEPOSIT TO COVER APPLICABLE FEES.

PLEASE INITIAL _____

TABLES AND CHAIRS AVAILABLE

Twenty (20) 6 Ft. Rectangular Tables	110 Chairs
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RENTAL PROCEDURES

- Any food remaining from the event must be removed from the facility. If any food is left, it will be disposed of immediately after the event.
- All functions must shut down one hour prior to end time for cleaning, removing food, decorations, and equipment/furniture belonging to the renter. This includes shutting down music and stop serving alcohol. The City of Ocean Springs will not be responsible for any items left in the facility following the conclusion of the reserved event.
- Gambling in any form is strictly prohibited.
- No animals other than service dogs are allowed in the facility.
- Maintaining order and control over all persons or guests in the group and encouraging them to abide by all the policies and procedures of this facility during the reserved period of time is the renter's responsibility.

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN LOSS OF ALL OR PORTIONS OF THE DEPOSIT TO COVER APPLICABLE FEES.

Renters are responsible for the cost and repair or replacement of any Alice Street Rec Center property (e.g. buildings, grounds, contents, or equipment) which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the City and deducted from the deposit. Any remaining costs not covered by the deposit will be paid in full by the renter up to the amount of the insurance policy deductible. Any damage to any property of the City of Ocean Springs must be reported to the event technician immediately.

Renter, including his/her/its heirs, member, assigns, agents, and/or representatives, agrees that The City shall not be liable for any injury or damages, whether to person or property, originating in contract, tort, equity, or otherwise, associated with Renter's use of the facility, inside or outside the subject building. Renter further agrees to hold harmless, defend, release, covenant not to sue, and indemnify The City for any and all liability, claims, demands, actions, and causes of action whatsoever arising out of

or related to any loss, damage, or injury that may be sustained by Renter, a third party, and/or any other person, whether based in tort, contract, or equity, whether caused by the negligence of The City or otherwise, that is in any way associated with Renter's use of the Facility.

PLEASE INITIAL _____

Rental Facilities Department
228-875-8665.

In case of emergency please call:
Geri Straight 228-381-1919
Or
Huffy Mayfield 228-218-6015

IMPORTANT NOTICE

THE ENTIRE FACILITY IS TOBACCO FREE, INCLUDING NO ELECTRONIC SMOKING DEVICES. THERE WILL BE NO EXCEPTIONS. IF THIS POLICY IS NOT ENFORCED WITH YOUR GUESTS, YOU WILL FORFEIT YOUR DEPOSIT.

Please indicate below if alcohol will be served at this event.

Alcohol Served (Y/N) _____

E-SIGNATURE

Responsible Party's Signature _____ Date _____

Printed Name (for Hand-filled Forms only) _____ Email _____

CHAPERONE LIST

Name	Phone Number