

Ocean Springs Civic Center Rental Agreement

3730 Bienville Blvd, Ocean Springs, MS 39564

228-875-8665



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

Prices are for a twelve (12) hour period of time.

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 – 250, main floor)

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

Main Facility	Private	Non-Profit
Facility Rental Fee	\$600.00	\$300.00
*Deposit	\$300.00	\$300.00

Meeting Rooms	4 Hours	8 Hours	12 Hours
Meeting Room Rental Fee	\$100.00	\$150.00	\$200.00
*Deposit	\$300.00		

- Additional hours must be approved in advance. There will be a charge of \$50.00/hour with a minimum of two (2) hours.
- The deposit is due the DAY THE FACILITY IS BOOKED. The balance will be due two (2) weeks prior to the event.
- All rental fees must be paid prior to the date of the function. Failure to pay fees two (2) full weeks in advance will result in cancellation of the rental agreement.
- The deposit is REFUNDABLE after the event, provided there is no damage to the facility or its contents. If the event is cancelled before the rental date, or on the day of the event, the deposit is NON-REFUNDABLE.
- 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 security officers on duty during the event. The number of officers required is based on the number of guests attending the event. ANY FUNCTION WITH 50 OR MORE PEOPLE ARE REQUIRED TO HAVE SECURITY REGARDLESS OF ALCOHOL.

Up to 299	must have 2 officers	300-399	must have 3 officers	Over 399	must have 4 officers
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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 \$35.00/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.

There will be a City of Ocean Springs employee present at all times when the facility is reserved or occupied. This employee will be there to open and close the facility, and will control all equipment located on the premises of this facility; however, the City employee on duty will not handle or move property owned by those other than the City. THIS CITY EMPLOYEE WILL NOT ACT AS A CHAPERONE FOR ANY GROUP.

TABLES AND CHAIRS AVAILABLE

Fifty (50) 8-ft. Long Tables	Two (2) 4-ft. Round Tables	400 Folding Chairs
Ten (10) 6-ft. Long Tables	Ten (10) 6-ft. Round Tables	

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 \$600.00).

- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations to walls or tables. 3M packing tape may be used for applying decorations to wood surfaces. NO TAPE ON SHEETROCK WALLS.
- Damage to walls will result in 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.

CAPACITY AND SEATING

Main Hall	Balcony	Meeting Rooms
400 Auditorium Style	100 Auditorium Style	50 Auditorium Style
or	or	only
250 with Tables & Chairs	80 with Tables & Chairs	

RENTAL PROCEDURES

- No food or drink is allowed on the stage unless **PRE-APPROVED IN ADVANCE**.
- 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.
- The kitchen area must be cleaned by the rental party.
- 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.

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

Renters are responsible for the cost and repair or replacement of any Civic 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.

PLEASE INITIAL

Rental Facilities Department
228-875-8665.

In case of emergency please call:
Stephen Glorioso 662-721-3873

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
