

# Ocean Springs Fort Maurepas Rental Agreement

499 Front Beach, Ocean Springs, MS 39564

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



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

Prices are for a five (5) 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: \_\_\_\_\_

Phone: Cell- \_\_\_\_\_ Home- \_\_\_\_\_ Work- \_\_\_\_\_

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## **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

Stage & Grassy Area	Private	Non-Profit
Facility Rental Fee	\$250.00	\$50.00
*Deposit	\$250.00	\$250.00

- 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 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.
- The Pavilion is non-rentable and will remain open to the public.

**PLEASE INITIAL** \_\_\_\_\_

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## 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.

**PLEASE INITIAL** \_\_\_\_\_

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## 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.

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 \$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.

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.

**If you have MORE THAN 50 PEOPLE OR ALCOHOL SERVED, you MUST have security.**

**PLEASE INITIAL** \_\_\_\_\_

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## TABLES AND CHAIRS AVAILABLE

Tables and Chairs are available for a \$100 fee.

Twelve (12) Round Tables	50 Folding Chairs
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## RENTAL PROCEDURES

- No outside grills or frying stations allowed.
- No boiling stations (Seafood, etc.)
- Tents are NOT allowed to be erected on the facility grounds.
- No bounce houses or water slides, etc. allowed.
- 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.
- **Ocean Springs will NOT provide supervision in the form of any employee during the scheduled event.**
- Gambling in any form is strictly prohibited.
- No glass bottles.

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 Ocean Springs facility property (e.g. buildings, grounds, contents, or equipment) which is damaged or destroyed by 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. All cost 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 City of Ocean Springs Parks and Recreation Department immediately.

### PLEASE INITIAL

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:***  
***Stephen Glorioso 228-381-1919***  
***Or***  
***Huffy Mayfield 228-218-6015***

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## 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.**

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

Alcohol Served (Y/N)

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**E-SIGNATURE**

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Responsible Party's Signature

Date

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Printed Name (for Hand-filled Forms only)

Email

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**CHAPERONE LIST**

Name	Phone Number