

Ocean Springs Community Center Rental Agreement

512 Washington Ave.
Ocean Springs, MS 39564
228-875-4236

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

Prices are for (12) hour period of time.

This is a TOBACCO FREE facility.

Date of Event: _____ Start Time: _____

Type of Event: _____ Your Address: _____

Set-up Time: _____ End Time: _____

Name: _____ # of People: _____

Phone: Cell-_____ Fax-_____ Work-_____

OFFICIAL USE ONLY

Date Paid: _____ Amount Paid: _____

Method of Payment: Check _____ Cash _____ CC _____

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

	Private	Non-Profit
Rental Fee:	\$400.00	\$200.00
Set-up & Clean-up fee:	200.00	150.00
Deposit:	200.00	200.00

Additional hours must be approved in advance. There will be a charge of \$25/hr with a minimum of two (2) hours. 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.

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 UNDER AGE DRINKING WILL BE ALLOWED IN ANY CITY FACILITY.

IF ANY TYPE OF ALCOHOL IS PRESENT ON THE PREMISES OF THIS FACILITY, YOU ARE REQUIRED TO HAVE SECURITY PRESENT.

The Renter must provide a designated Bartender.

Champagne fountains are allowed, but must be a safe distance from the perimeter walls as determined by the Director of Facilities.

No beer kegs are allowed in the facility.

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 100	2
101-200	3
201-300	4

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

The cost is \$20.00/hr.

There is a minimum of four (4) hours per security guard.

There will be a technician employed by the City of ocean Springs 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 TECHNICIAN WILL NOT ACT AS A CHAPERONE FOR ANY GROUP.

The City will book the security guards through The Ocean Springs Police Department.

The fee will need to be paid separately the night of your event.

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

The City of Ocean Springs reserves the right to require ADDITIONAL SECURITY AT ITS DISCRETION.

SOUND / EQUIPMENT

Since sound with heavy bass vibration and/or high decibel levels can potentially damage the murals through vibrations, the event supervisor has the authority to regulate both the bass levels and the volume of any sound or music during the activity.

Please provide a sound equipment list to the Director of Facilities at least two weeks in advance.

TABLES AND CHAIRS AVAILABLE

Six (6) 8 Ft. Rectangular Tables

Six (6) 6 Ft. Rectangular Tables

Twenty (20) 5 Ft. Round Tables

Four (4) 4 Ft. Round Tables

200 White Plastic Folding Chairs

KITCHEN

There is no kitchen available at this facility, but there is a food preparation/caterer's staging area.

CATERERS

The renter is encouraged to use a caterer from the approved caterers list provided by the City (included as an attachment to this document). These businesses are familiar with the food service standards of this facility. If none of the approved caterers are available, the caterer chosen by the renter must provide the signed contract, as well as written proof of both workers compensation and general liability insurance. Additionally, the caterer must have a business license from the State of Mississippi and be licensed by the Department of Health.

❖ Name of Caterer (if applicable): _____

❖ Contact information for Caterer: _____

Guidelines for the caterer are also attached and must be followed.

FOOD (NON-CATERED)

If food is being served during your event but you are not using an approved caterer, please describe (hors d'oeuvres, dinner, drinks, etc.): _____

The **menu** for the event must be **submitted** to the Director of Facilities at least **2 weeks prior** to the event.

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 \$400.00.)

- Nothing can come into contact with any wall surface, column, ceiling, or along the protective railing of the Community Center. In addition materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations tables either. Damage to walls will result in loss of deposit and possible additional fees and charges.
- Rice, confetti, and birdseed are permitted outdoors.
- Under no circumstances are tables, chairs or any equipment/furniture to be removed from this facility.
- Appropriate free-standing decorations will only be allowed if approved by the Director of Facilities and only if they are placed at a distance from the perimeter walls equal to the height of the decoration plus at least one foot.
- No spray glue, bottled bubbles, smoke machines, spray glitter, silly string, spray paint, or any type of aerosol adhesives will be allowed in the facility.
- Candles or other open flame of any type that produces airborne substance are prohibited.
- Ice sculptures are also prohibited.
- No objects may be placed or activities occur behind the protective railing in front of the murals.
- Floral arrangements are allowed on the tables, but no potted plants. Arrangements must be provided from a licensed and certified florist.
- Changing the appearance of this building other than normal decorating is **NOT PERMITTED**.

CAPACITY AND SEATING

300 Standing,
200 Auditorium Style,
Or
160 with Tables & Chairs

RENTAL PROCEDURES

- The facility must be completely vacated by 1:00 a.m. All music must be stopped by midnight. The City of Ocean Springs will not be responsible for any items left in the facility following the conclusion of the reserved event.
- Delivery of decoration, floral arrangements, food and/or beverages, etc. must be scheduled within the requested rental period.
- The food preparation/ caterer's staging area must be cleaned by the rental party.

- 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.
 - Gambling in any form is strictly prohibited.
 - No cooking is allowed in the facility.
 - No Sterno brand fuel is allowed for chafing dishes. Only Safe Heat brand or pure grain alcohol is allowed.
 - BYOB (Bring Your Own Bottle) events are prohibited.
 - No pyrotechnics are allowed.
 - Smoking is allowed only in designated areas outside.
 - 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.
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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 Community 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.

The Ocean Springs Community Center and its murals are designated a National Treasure and listed as one of the state of Mississippi's historic landmarks. The Walter Inglis Anderson murals that adorn the walls of the Community Center are considered to be one of the most important pieces of American art of the 20th century. These murals are appraised at a value of \$28 million. Use of the Community Center is a privilege and therefore, to ensure the protection of the valuable artifact, all rental events **MUST** follow all guidelines included in this agreement.

By signing this agreement with the City of Ocean Springs, the renter and caterer (if applicable) acknowledge that all of the guidelines contained in this document in content or attachment will be adhered to.

It is the renter's responsibility to contact the Rental Facilities Department to make all set-up arrangements at 228-875-7696.

IMPORTANT NOTICE

THE ENTIRE FACILITY IS TOBACCO FREE.

THERE WILL BE NO EXCEPTIONS.

IF THIS IS POLICY IS NOT ENFORCED WITH YOUR GUESTS, YOU WILL FORFEIT YOUR DEPOSIT.

Responsible Party's Signature

Date

Printed Name

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

_____ Yes or _____ No

Chaperone List

Name

Phone Number

**WAMA/ Ocean Springs Community Center
Approved Caterer's List**

Name	Contact	Phone Number
Bayview Gourmet	Mary Ratliff	228-875-4252
Broome's	Buddy Broome	228-875-8123
F & B Catering	Patrick Hein or Walter Smith	228-354-0168
Martha's Tea Room	Martha Reichard	228-872-2554
Naomi's	Calvin Coleman	228-832-6171
Phoencia Gourmet	Sam	228-875-0603
Simply Seafood	Chris Soldo	228-432-2146/990-2700
Shed Bar-B-Q		228-875-9590
Imperial Palace Casino Resort		228-436-3000
Isle of Capri Casino Resort		800-843-4753

Beau Rivage Casino Resort		888-595-2534
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