

Fort Maurepas Rental Agreement

499 Front Beach Dr.
Ocean Springs, MS 39564
228-875-4236

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

Rentals are for a five (5) hour period of time.

5:00 P.M. – 10:00 P.M.

This is a TOBACCO FREE facility.

Date of Event: _____ Start Time: _____

Type of Event: _____ 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

Stage:		Pavilion:	
Rental Fee-	\$300	Rental Fee	\$200
Set-up & Clean-up fee	\$250	Clean-up	\$150
Deposit	\$200	Deposit	\$200

There is a \$50.00 fee for each for Non-Profit Organizations.

- Twelve (12) 6 foot tables and seventy-two (72) white folding chairs are available.
- All music must be stopped by 10:00 p.m.
- The facility must be vacated by 11:00 p.m.
- Any additional hours must be approved in advance.
- If the hours are approved, private events will be charged \$25.00/hr. There is a two hour minimum for extended hours

The deposit is due the DAY THE FACILITY IS BOOKED. The balance will be due two (2) weeks prior to the event. 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, the deposit is NON-REFUNDABLE.

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

RENTAL PROCEDURES

- **Playground and splash pad will not be available to rent.**
- **Restrooms are open to the public at all times.**
- **There is no reserved parking.**
- **No outside grills are allowed, but grills are provided at the facility.**

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.

SECURITY GUARDS

Security must be provided for all rentals of this facility.

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.

Under 300 people- Two (2)

300-399 people- Three (3)

399 people and above- Four (4)

The cost is **\$20.00/hr.**

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.

UNDER NO CIRCUMSTANCES WILL THIS TECHNICIAN ACT AS A CHAPERONE FOR ANY GROUP.

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.

DECORATING

Decorating must be done during the time period you have reserved this facility.

NO SPRAY PAINT, SPRAY GLUE, SPRAY GLITTER, ANY TYPE OF AEROSOL ADHESIVES OR DOUBLE SIDED TAPE WILL BE ALLOWED IN THE FACILITY.

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.

FACILITY AND EQUIPMENT

The City employee on duty during your event 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. Under no circumstances are tables, chairs or any equipment/furniture to be removed from this facility.

Changing the appearance of this building other than normal decorating is NOT PERMITTED.

TABLES AND CHAIRS AVAILABLE

Twelve (12) 6 ft. Round Tables
&
72 Chairs

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.

Signature

Date

Printed Name

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