

# Ocean Springs Civic Center

## Rental Agreement

3730 Bienville Blvd.  
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 twelve (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**

	<b>Private</b>	<b>Non-Profit</b>
Rental Fee:	\$300.00	\$200.00
Set-up & Clean-up fee:	300.00	200.00
Deposit:	200.00	200.00

**MEETING ROOMS**

	<b>Rental Fee</b>	<b>Set-up/Clean-up Fee</b>
4 hours:	\$100.00	\$50.00
8 hours:	150.00	<b>Deposit</b>
12 hours:	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.***

---

**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	2
300-399	3
Over 399	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.

---

**TABLES AND CHAIRS AVAILABLE**

Fifty (50) 8 Ft. Long Tables

Ten (10) 6 Ft. Long Tables

Two (2) 4 Ft. Round Tables

Ten (10) 6 Ft. Round Tables

400 Black Folding Chairs

---

**DECORATING**

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

(If you wish to decorate the previous day, you must pay the rental fee of \$300.00.)

- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations to walls or tables. Masking tape may be used for applying decorations to wood surfaces. NO TAPE ON SHEETROCK WALL. Damage to walls will result in loss of deposit and possible additional fees and charges.
- Rice and birdseed is permitted outdoors.
- Under no circumstances are tables, chairs or any equipment/furniture to be removed from this facility.
- 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**

- 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.
- The kitchen 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.
- 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 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.

***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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____