

**BAY ST. LOUIS GARDEN CLUB
541 MAIN STREET
REQUEST FOR RENTAL**

**MAIL ALL CONTRACTS AND FEES TO
ATTENTION: BEAUTIFICATION DEPARTMENT
P.O. BOX 2550
BAY ST. LOUIS, MS 39521
PAYABLE TO: CITY OF BAY ST. LOUIS**

GROUP (S) OR INDIVIDUAL (S) NAME (S): _____ (Lessee)

ADDRESS: _____
Zip Code

TELEPHONE #: Home _____ Work _____

TYPE OF EVENT: _____

NUMBER OF PARTICIPANTS: _____

SET UP TIME: _____

START TIME: _____

CLOSE TIME: _____

It is hereby agreed upon between the City of Bay St. Louis Parks and Beautification Department and the above Lessee that the named facility is reserved on: _____.

The person requesting this rental agrees:

1. To personally accept responsibility for any damages done to the facility or equipment by persons in his/her group during the reserved period of time and to maintain order and control over person (s) in their group.
2. To abide by all policies and procedures of the City of Bay St. Louis Parks and Recreation Department as directed by the instructions in the contents of this contract and by the employee on duty.
3. Set up, start and closing times for the event will be enforced. If you choose to clean the facility, you must clean and exit facility by 12:00 a.m. (NO EXCEPTIONS). If your time frame changes, it must be brought to the attention of the Reservationist in advance. You may not change your decision for clean-up the day or night of your function.

Failure to comply with all the terms of these regulations or violation of any federal, state or municipal law, ordinance or regulations in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

To be considered for a non-profit fee you must provide a copy of your non-profit status to the Department of Parks and Recreation upon signing the contract.

I hereby agree that I have read and understand all the regulations and policies governing the use of the above named facility.

Signature _____ Date _____

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RENTAL FEE \$ _____ **RECEIPT** _____ **DATE** _____

DEPOSIT FEE \$ _____ **RECEIPT** _____ **DATE** _____

CLEAN-UP FEE \$ _____ **RECEIPT** _____ **DATE** _____

COMMENTS: _____

HOURS:

1. Activities in the center must be completed and everyone should be out of the facility at 12:00 a.m. If the renter elects to clean, they you must shut the function down at 12:00 midnight, clean facility and be out by 12:00 a.m.
2. Regularly scheduled activities of the Parks and Recreation Department and the City are not cancelled in order to provide room for a permit. Center is opened only for bookings. Call Event Coordinator to make arrangements to look at Center.

STAGE MEASUREMENTS:

OCCUPANCY LOAD:

1. Fifty (**50**) people are allowed in building provided chairs and tables used by occupants do not hamper access to exit doors and egress from exit doors.
2. If group, organization or individual does not comply with occupancy load policy, the function will be **shut down** by security. Additionally, the chance of renting the facility again will be jeopardized. Tables and chairs are provided with this facility.

DECORATIONS:

1. Decorating is to be done during the period of time reserved by the contract group. Any exception must be approved prior to signing and shall be recorded on the contract request.
2. The Event Coordinator must approve decorating plans and materials.
3. Confetti and glitter are not allowed on tables or floors. Can glitter spray and silly string is not allowed in facility or on grounds. Smoke machines and fog machines are not allowed in facility. (NO EXCEPTIONS).
4. All candles which are used in the facility must be placed in a fire resistance container or the Event Coordinator will remove them or have the fireman on duty remove them.
5. Fireworks and Pyrotechnics ARE NOT ALLOWED in or outside facility.
6. **ALCOHOL IS NOT ALLOWED TO REMAIN IN FACILITY ONCE FUNCTION HAS ENDED. IT MUST BE REMOVED. (NO EXCEPTIONS)**

SUPERVISING:

1. The Event Coordinator will be available to give assistance when needed and to assure that the policies of the Department are followed.

THE EMPLOYEE ON DUTY WILL NOT SERVE AS A CHAPERON

2. Youth groups who do not have adults to supervise their function will not be able to book said facility. The adult must come in and contract the facility through the Event Coordinator.
3. The Event Coordinator and/or Director of Parks and Beautification must approve chaperons for youth groups prior to signing the contract request. One adult per (20) children. The names and other pertinent information about chaperons are to be listed on the contract retained by the Parks and Recreation Department when signed.
4. The Police Department will determine the number of security officers required for your booking. Arranging for security and payment for such is the responsibility of the person(s) signing the contract. Failure to arrange for security will be grounds for cancellation of contract. Failure to pay security will result in deduction from security deposit in an amount to cover cost of security.

OTHER REQUIREMENTS:

1. Violation of the rules and regulations pertaining to the use of the Garden Club may result in forfeiture of deposit fee. Also, the use of the facility may be denied for future requests.
2. SMOKING IS NOT ALLOWED IN FACILITY. Food and drinks are not permitted except in those areas designated for such. EATING AND DRINKING IS NOT ALLOWED IN THE RESTROOM AREAS. (NO EXCEPTIONS).
3. Under no circumstances shall equipment, chairs, tables, etc. be removed from the Garden Club.

USE OF KITCHEN:

1. Use of the kitchen is included in the rental fee for the facility.

RENTAL FEE SCHEDULE

Introductory Prices:

Rental Fee (Entire Building)	\$300.00	Deposit \$150.00
Non-Profit Fee (Entire Building)	\$150.00	Deposit \$150.00
Rental Fee (1 hr. minimum)	\$75.00	Deposit \$150.00

***Local Government Rental Fee**

(At the City's discretion, fees for local government functions may be waived partially or entirely.)

Dear Lessee,

Upon vacating the building, you will be responsible for cleaning this facility. It is also your responsibility to walk through the hall with the Event Coordinator and/or Director of Parks and Beautification prior to leaving to ensure the facility is left in satisfactory condition.

Cleaning is to include:

1. Wipe all tables and chairs which were utilized.
2. sweep and mop entire facility
3. Clean kitchen to include all appliances and counter tops
4. Clean all bathroom facilities; Pick-up trash, sweep and mop. Clean sinks, toilets and mirrors.
5. Empty all trash cans and leave trash in designated area.
6. Sweep and pick-up trash from front entrance. Also, if any trash is left on the grounds outside facility you will need to pick-up and put in trash receptacle provided. This includes the parking areas.
7. Any digression in completing items 1 thru 6 will result in clean up being completed with city labor and associated costs taken from deposit.

SIGNATURE _____

DATE _____

I waive responsibility for clean-up and wish to have the City of Bay St. Louis provide this service. I understand that I will be responsible for paying the \$400.00 clean-up cost for this service.

SIGNATURE _____

DATE _____