

BROOKHAVEN RECREATION DEPARTMENT
BI-CENTENNIAL RENTAL CONTRACT

1. Must pay \$200.00 CASH to be put in reservation book. This is non refundable if cancelled 30 days or less prior to the event. This \$200.00 cash deposit is for damage to or clean-up for the build if not left in its initial state. **Failure to return the key within a 24-hour period from the event will also forfeit the \$200.00 deposit.** Below said party is hereby contracted for the use of the Brookhaven Recreation Department building during the below prescribed period or periods.
2. Below party will assume the responsibility for any and all damage occurring during or as a result of their tenure at the facility. Damages may either be corrected to the satisfaction of the Brookhaven Parks & Recreation Commission or payable upon request by the Commission.
3. The renting party shall be responsible for a \$200.00 refundable deposit for damage to or clean-up for the building if not left in its initial state. Failure to return the key within 24 hour period from the event will also forfeit the \$200.00 refundable deposit.
4. The renting party becomes responsible for all persons at the facility and accepts responsibility for supervising them throughout the renting period. All persons must be removed from the facility following the renting period.
5. No admission charges are to be made. The facility will not be rented for a fund-raising project.
6. No alcoholic beverages are permitted. This is a smoke free building. **If any evidence of alcohol or smoking found on premises this will also forfeit your \$200.00 deposit.**
7. All rental fees must be paid prior to a rental date. Failure to pay rental fee will forfeiture your reservation. The Brookhaven Park Commission reserves the right to terminate the rental contract at any time and reserves the right to change fees at any given time. If an increase is made **30** days prior to your event your initial renting amount will be honored.
8. Rental Fees: \$150.00.
9. All activities will cease at 10:00 P.M..
10. Noise level must be held to a minimum and security will judge that level.
11. The Brookhaven Park Commission reserves the right to provide at the renters expense security for any function which the Park Commission deems necessary in a sufficient amount of security individuals to guarantee the health, safety and welfare of both the participants and the facility. The cost of the security to be provided will be set at a reasonable fee in relation to the event and will be paid in advance by the renter as a deposit for the providing of security.
12. The Recreation Commission reserves the right to change fees at any given time. If an increase is made 30 days prior to your event your initial renting amount will be honored.

OVER

DATE TO BE USED _____

HOURS _____

ACTIVITY TO BE HELD _____

I/We agree by the rules and regulations printed above and to assume sole responsibility, answerable in damages for any and all accidents or injuries to person or property resulting from use of the facility.

PRINT NAME _____

SIGNED _____

ADDRESS _____

City State Zip

EMAIL ADDRESS _____

PHONE _____
Home Work Cell

DATE _____

FEE PAID _____

RECEIPT NO.

KEY DEPOSIT _____

\$200.00

RENTAL FORM & FEE PAYABLE TO: Brookhaven Recreation Department
P.O. Box 231 689 Hwy 51 North
Brookhaven, MS 39602
Telephone – (601) 833-3791
FAX – (601) 835-1995
www.brookhavenrecreation.com
brookhavenparksandrec@sleekcom.com

Brookhaven Recreation Department Building Rules

1. No glitter, confetti, hay, etc. in building
2. No marking, tape, paint, etc. on floors
3. No pets allowed in building
4. No vehicles allowed in building
5. No food, oil, or grease in sinks
6. No food in side rooms
7. No smoking inside or outside of building
8. No tape, tacks, nails, paint, etc on walls
9. No tacks on dividers
10. No alcohol in building or on premises

* If there is any evidence that the above mentioned rules and the rules stated in the rental contract have been broken your \$200.00 cash deposit will be forfeited.