

**BROOKHAVEN RECREATION DEPARTMENT  
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 building 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.**
2. The renting party becomes responsible for all persons at the facility and accepts responsibility for supervising them throughout the renting period. All persons must vacate the facility following the end of the rental period.
3. 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.**
4. Rental fee must be paid **14** days prior to rental date. The Brookhaven Park Commission reserves the right to terminate the rental contract at any time.
5. The Brookhaven Park Commission reserves the right to provide, at the renter's 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 security to be provided shall be set at a reasonable fee in relation to the event and shall be paid in advance by the renter as a deposit for the providing of security. Noise level must be held to a minimum and security will judge that level.
6. All activities will cease at **12:00** midnight. You will be charged additional day rate for after midnight.
7. 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.

Date to be used: \_\_\_\_\_ Hours: \_\_\_\_\_

Activity to be held: \_\_\_\_\_ Phone(h) \_\_\_\_\_

Phone(w) \_\_\_\_\_

Name (print): \_\_\_\_\_

Phone(c) \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

Email Address: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Cash Deposit: \_\_\_\_\_

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.

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**Over**

# Pricing

**Non-Profit Rates:** Family reunions, local civic clubs affiliates with national organization, recitals or performance with no door fee or ticket sales.

Facility:	Weekday	Weekend
Big Room	\$200.00/ per day Mon-Fri 5:00-12a.m.	\$350.00/ 1 <sup>st</sup> day \$150.00/ each consecutive day
Kitchen	\$100.00/ per day	\$100.00/ per day

**Government:** Schools, state or county divisions.

Facility:	Weekday	Weekend
Big Room	\$150.00/per day	\$150.00/per day
Kitchen	\$100.00/per day	\$100.00/per day

**Commercial Rates:** Individuals or organizations using the building for profit.

Facility:	Weekday	Weekend only 1 day	Weekend only 2 days
Big Room	\$450.00/per day	\$650.00/per day	\$650.00/per day
Kitchen	\$100.00/ per day	\$100.00/per day	\$100.00/per day

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

# **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  
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.\***