

BROOKHAVEN RENTAL CONTRACT

**1154 Beltline Drive
Brookhaven, MS 39601**

1. Must pay \$200.00 cash deposit to be put in reservation book, if cancelled less than **30** days prior to the event you forfeit your \$200.00 deposit. This \$200.00 cash deposit is also for damage to or clean-up for the building if not left in its initial state. **Failure to return the key next business day 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. This is a smoke free building. **If any evidence of smoking found on premises this will also forfeit your \$200.00 deposit. The stage will not be moved or taken down.**

4. Rental fee must be paid **14** days prior to rental date.

5. **In the event of state of emergency**, the Brookhaven Park Commission reserves the right to terminate the rental contract at any time. All fees will be refunded.

6. 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.

7. All activities will cease at **12:00** midnight. You will be charged additional day rate for after midnight.

8. 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.

Commercial: Individual, organization, or entity that use the building for profit(door fees, ticket sales, concession sales or product sales)

Weekday rental @ \$600.00/day, ()Mon. ()Tues. ()Wed. ()Thur \$_____

Weekend single-day rental (Fri or Sat. or Sun.) \$650.00 \$_____

Each additional consecutive day - \$600.00 \$_____

TOTAL

Non-commercial: (family reunions, weddings, receptions, class reunions, proms, dances, religious events, with no door fee or ticket sales)

Building (includes hall room, restrooms, tables, chairs, stage & speaker’s PA system):

Weekday rental @ \$150.00/day, ()Mon. ()Tues. ()Wed. ()Thur \$_____

Weekend single-day rental (Fri or Sat. or Sun.) \$350.00 \$_____

Weekend multi-day rental – each additional consecutive day \$100.00 \$_____

TOTAL

Brookhaven Park Commission
689 Highway 51 North
Brookhaven, Ms 39601

Fee payable to: Brookhaven Recreation Department
www.brookhavenrecreation.com
Telephone No. 601-833-3791 Fax 601-835-1995

Date to be used: _____ Hours: _____

Activity to be held: _____ Phone (H) _____
Phone (W) _____
Phone (C) _____

Name(print): _____

Address _____
City State Zip

Email address: _____

Fee Paid: _____ Receipt # _____ Cash Deposit: _____

I will not have alcoholic beverages _____ **I will have alcoholic beverages** _____

Copy of caterer license and caterer license number _____

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: _____

Do you need the microphone? _____

Do not hang anything on the acoustic panels on the walls.

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 fog machine
11. Do not hang anything on the acoustic panels on the walls

*** 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.***