

Rental Fees and Deposits For Petal Civic Center

Auditorium & Magnolia Room

All Day Event (8 Hrs)	\$ 500.00
Additional Hrs @ \$75.00 per Reservation/Damage Deposit*	\$ 200.00

Kitchen Rental (Mon-Sun)

Entire Event Time	\$ 150.00
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Event Package (Aud, Magnolia & Kitchen)

4:00 p.m. - 10:00 p.m. the day before & 8:00 a.m. - 12:00 a.m. (Midnight) the day of event	\$1100.00
Reservation/Damage Deposit*	\$ 200.00

Setup	Diagram must be provided one week prior to event	\$ 100.00
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Security	Security is mandatory for all proms and/or dances Paid directly to the officer(s) providing security.	\$ 30.00/hr
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*Reservation/Damage Deposit is returned upon inspection of the Facility after an event. The reservation/damage deposit will be returned within 14 days following the event.

Petal School District Events requiring a charge will be charged per the regular fees stated above. Other events will require the full deposit and 50% of the regular fee.

CONDITIONS FOR USE OF THE PETAL CIVIC CENTER

- The Facilities:
 - Auditorium
Will seat approximately 500 persons or can be set up with tables and chairs to accommodate 250 for a meal. (Only 250 chairs available for the auditorium. Additional seating would have to be provided by Lessee.)
 - Magnolia Room
Will seat approximately 75 persons or can be set up with tables and chairs to accommodate 65 for a meal.
 - Furnishings and Equipment Available at no extra cost
Round (72") Tables, 6ft & 8ft Tables, chairs, sound system, LCD Projector & Screen, Piano
- Application for Building Usage:

All applications must be made through the Civic Center office. The reservation/damage deposit will be \$200.00. The reservation will be placed on the calendar **ONLY** when this has been received and the application has been approved. One-half of the rental fees will be due at the signing of the contract.

The balance of the fees is due one month prior to the planned event. Lessee (Renter) is responsible for meeting the deadline. If the deadline is not met, the Lesser (City) has the right to remove the reservation from the calendar.

Applicants must be at least 21 years of age.
- Smoking:

No smoking allowed on the premises.
- Animals and Pets:

No animals or pets are permitted in the building. Seeing-eye dogs are allowed; please notify the Civic Center Staff.
- Security Officers:

Any assigned security officer(s) for the event will be secured by and receive their instructions from the Police Chief. It is mandatory to have police security for all proms and/or other dances. Security flexibility will be based on audience, the event itself, and City atmosphere at the time of the event.

If it is deemed necessary by either the officer on duty or a staff member, additional security officers will be called in for the event. If this should occur the lessee will be responsible for the payment of officers.

Lessee is responsible for the payment of the security officers, which will be due at the time of the event.
- Decorations

NOTHING can be attached to the walls, ceiling or floor. All decorations must be on the tables or free standing. If this is violated, reservation/damage deposit will be forfeited an additional fees for damages will be assessed if necessary.

- Usage:

Usage will be limited to one day, which is an 8-hour period, beginning no earlier than 8:00 a.m. and ending no later than 12:00 a.m.. The building must be vacated by 1:00 a.m.. The space will be made available AT THE TIME SPECIFIED IN THIS CONTRACT. If you want to change your opening time call the Civic Center prior to 5:00 p.m. on Friday. (601-705-0837)

- Set-up and Clean-up Procedures:

The Lessee is responsible for the setting up of tables and chairs. Proper caution MUST be exercised in setting-up and during an event to insure that furniture and/or floor not be damaged. If requested, City of Petal employees can set up tables and chairs for a setup fee of \$100.00. Diagrams on requested set up must be turned in to the Civic Center office no later than seven (7) days prior to the event. All clean up and take down of tables and chairs is the responsibility of the Lessee. Any items left by the Lessee will be discarded.

- Other responsibilities of the Lessee

No confetti, rice, paper, petals, birdseeds or any other form of shredded materials may be thrown anywhere inside the facility. Birdseed may be thrown outside the facility. Bubbles are permitted.

No open flames or flammable, combustible or hazardous materials are allowed

No fireworks or pyrotechnics.

Lessee is fully responsible for the behavior of all guests.

Lessee's rights hereunder are not assignable and Lessee shall not be entitled to sublet any party of the Lease Facility. Lessee shall not permit any unlawful dangerous flammable or explosive substance on the grounds or facility.

Lessee will pay for all damages to the facility as a result of their scheduled event.

- Hold Harmless:

Lessee shall become thoroughly familiar with the facilities prior to entering into possession hereunder, and accepts the same in their present condition. The City of Petal shall not be liable to the Lessee for any personal injury and/or property damage that occurs in or about the leased facilities in the absence of the City of Petal's gross negligence.

Lessee shall indemnify and hold the City of Petal harmless from any/and all liabilities, claims and judgments, including costs and attorney's fees and expenses relating thereto, for personal injury to and/or death of any person, and for loss or damage to any property which arises out of, or is in anyway connected with Lessee's use of the facilities, including any personal injury, death, and/or loss of or damage to property arising out the concurrent or sole negligence of the City of Petal.

No verbal understanding of agreement shall be recognized.

- Fees and Deposits:

A reservation/damage deposit of \$200.00 is paid at the time of the booking. This is returned two weeks following the use of the facility if there are no damages, rental misrepresentation or failure to comply with rules and guidelines. Lessee is required to cover any additional damages or cost of additional security officers. The decision to return none or part of a damage deposit is left entirely to the City of Petal. Explanation will be provided to the Lessee on any discrepancies.

There will be no fee waiver of the Petal Civic Center.

If the facility use is cancelled full fee and reservation/damage deposit will be returned if cancellation is made prior to 60 days before rental date; rental fees only will be returned if cancellation is made prior to 30 days before rental date.

- State of Emergency

If an emergency arises requiring the use of the Civic Center as a shelter or closing of the Civic Center, every effort will be made to notify the representative of the group or individual.