

Event Date: ___/___/___

MCOK USE:

Deposit paid: _____

Fully paid: _____

Partner: **Yes / No**



Hours of Operation:

Tues. – Fri.: 10 – 4

Phone: (228) 875-6732

1600 Government St.

www.themaryc.art

The Mary C. O'Keefe Cultural Arts Center

"Connecting Community & Creatives

Through Arts-Based Education & Experiences"

Rental Contract

RENTING ORGANIZATION: _____

CONTACT NAME _____ PHONE # _____

EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

You must be at least 21 years of age to rent the facility and sign this contract.

EVENT DESCRIPTION _____

MCOK RENTAL RATES

(please place an x in box to select rental room)

(X)	MCOK Room	4 HR	8 HR
	Lobby	\$50	\$100
	HOSA Room OR Duckett Art Gallery	\$50	\$100
	Sun Classroom, OR Visual Arts Classroom	\$60	\$120
	Front Lawn	\$50	\$100
	Courtyard	\$50	\$100
	Culinary Café	\$200	\$400
	Whole Building <i>includes all rooms listed above</i>	N/A	\$1,160

DATES AND RENTAL TIMES

Date	Time Needed	Charge

ROOM CAPACITIES

Room	Amount Standing	Amount w/ Chairs	Amount w/ Tables & Chairs
Lobby	48	37	29
HOSA Conference Room	34	25	20
Duckett Art Gallery	80	60	48
Sun Classroom	36	27	22
Visual Arts Classroom	60	45	36
Culinary Café	30	24	20

PAYMENT

All checks made out to the City of Ocean Springs

DEPOSIT

Reservation deposit: A deposit is due the day the facility is booked. The deposit is half of the total cost to rent the space, including all of the fees. If you cancel within seven days of the event, then you forfeit your deposit. The renter will be charged a \$35 fee for checks from the renter returned as "insufficient funds" in addition to the amount owed.

ADDITIONAL FEES

Cleaning fee: If the Renter wishes to have the event space cleaned for them after rental period, a \$50 cleaning fee per rented room will be applied to the invoice. The clean-up only includes the sweeping of indoors area, taking out the trash, and take down of tables and chairs. It does not include the take down of any decorations, removing trash/food from the tables, cleaning of dishes, or picking up of leftover food. IF YOU ARE RENTING THE WHOLE BUILDING, THERE IS A MANDATORY \$400 CLEANING FEE.

- Will you need the event cleaned up by MCOK? Please circle: **Y / N**

Tech fee: If tech set-up is needed, then please document tech needed under "additional notes." The tech fee is \$50/hr of set up with a 1 hour minimum.

- Will tech set up be needed? Please circle: **Y / N**

Staff fee: If rental time is outside of regular Mary C. operating hours, renter will pay \$12/hour fee for staff to be present.

Equipment fee: If you are needing barricades, extra outdoor trash cans, or portable field lights, renter will pay \$10/barricade, \$5/trash can, and \$50/light

- Will you need any extra equipment for your event? Please circle: **Y / N**
- If so, please fill out the equipment checklist.

TO BETTER HELP WITH YOUR NEEDS:

- Are you planning to serve or have alcohol at your rental? Please circle: **Y / N**
 - If circled yes, please read the "Alcohol and Tobacco Policy" section.
- Will your event be open to the public and need extra equipment, such as barricades, portable stadium lights, etc.? Please circle: **Y / N**
 - If circled yes, please read "Special Event Permit" section.
- Will you be having more than 50 people at this event? Please circle: **Y / N**
 - If circled yes, please read "Security Guards and Chaperones" section.
- If you are needing tables and chairs for your rental, how many tables and chairs will you need? **The renter is responsible for ALL table and chair set-up.**
 - Tables _____
 - Chairs _____

PLEASE INITIAL EACH SECTION

ALCOHOL AND TOBACCO POLICY:

- This is a TOBACCO FREE facility.
- No persons or group renting this facility will be permitted to SELL OR DISPENSE ALCOHOLIC BEVERAGES to the public unless the seller is Licensed and Bonded by the State of Mississippi. Groups are permitted to bring alcoholic beverages **for their Personal Consumption Only**.
- Non-profit organizations can obtain a temporary beer/light wine and/or liquor permit if they wish to sell or distribute alcohol at their event.
*To obtain a temporary permit, please contact the Mississippi Department of Revenue.
- If the renter is not a non-profit and they wish to sell or distribute, they MUST have a permitted caterer come in to sell or distribute the beer/light wine and/or liquor.
- The renter or caterer will need to provide documentation of the beer and/or liquor permit to the City's Coordinator no later than ten (10) days prior to the rental.
- NO ONE UNDER THE AGE OF 21 WILL BE ALLOWED TO CONSUME ALCOHOL IN A CITY FACILITY (NO EXCEPTIONS).
- IF ANY TYPE OF ALCOHOL IS PRESENT ON THE PREMISES OF THIS FACILITY, YOU ARE REQUIRED TO HAVE SECURITY PRESENT.
- For security reasons, any function serving alcohol must have two (2) security officers on duty during the event. **The cost for each security guard is \$35/hr. There is a minimum of four (4) hours per security guard.** The City will book the security guards through the Ocean Springs Police Department. The security guard fee will need to be paid separately the night of your event. The City of Ocean Springs reserves the right to require ADDITIONAL SECURITY AT ITS DISCRETION.
- FAILURE TO PROVIDE SECURITY WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THE RESERVATION AND POSSIBLE FORFEITURE OF THE DEPOSIT.

DECORATING POLICY:

Decorating must be done during the time period you have reserved this facility. (If you wish to decorate the day before the event, you must pay the rental fee).

- Renter is responsible for ALL set-up for their event.
- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations or anything else to walls or tables. 3M packing tape may be used for applying decorations to wood surfaces. NO TAPE ON WALLS.

- Damage to walls will result in loss of deposit and possible additional fees and charges.
 - Absolutely NO tape of any kind (vinyl, paper, painters, masking, scotch, etc.) is allowed to be put on the gym floor. This will result in the loss of deposit and possible additional fees and charges.
 - Decorations of any kind may not be attached to the ceiling tiles and/or grids.
 - Rice and birdseed are permitted outdoors.
 - Under no circumstances are tables, chairs, or any equipment/furniture to be removed from this facility.
 - If serving food and/or drinks, all tables must be covered with some type of tablecloth.
 - No spray glue, bottled bubbles, smoke machines, spray glitter, spray paint, or any type of aerosol adhesives will be allowed in the facility.
- Changing the appearance of this building other than normal decorating is NOT PERMITTED.

RENTAL PROCEDURES:

- Any food remaining from the event must be removed from the facility. If any food is left, it will be disposed of immediately after the event.
- All functions must shut down one hour prior to end time for cleaning, removing food, decorations, and equipment/ furniture belonging to the renter. This includes shutting down music and stop serving alcohol. The City of Ocean Springs will not be responsible for any items left in the facility following the conclusion of the reserved event.
- Gambling in any form is strictly prohibited.
- No animals other than service dogs are allowed in the facility.
- Maintaining order and control over all persons or guests in the group and encouraging them to abide by all the policies and procedures of this facility during the reserved period of time is the renter's responsibility.

SPECIAL EVENT PERMIT:

Any rental or event that plans to be open to the public and need extra equipment, such as barricades, portable stadium lights, etc., will need to fill out a Special Event Permit. The permit fee is \$75 (\$25 for non-profit). The Special Event Permit paperwork and payment will be handled through the Mayor's Office once submitted.

SECURITY GUARDS AND CHAPERONES

- For security reasons, any function serving alcohol must have security officers on duty during the event. The number of officers required is based on the number of guests

attending the event. ANY FUNCTION WITH 100 OR MORE PEOPLE ARE REQUIRED TO HAVE SECURITY REGARDLESS OF ALCOHOL.

CHAPERONE OR SECURITY FOR ANY GROUP.

100-199 must have 1 officer	200-299 must have 2 officers	300+ must have 3 officers
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- All youth groups must have TWO (2) SECURITY GUARDS IN ADDITION TO ONE (1) CHAPERONE FOR EVERY 50 CHILDREN/PEOPLE. The chaperone's name and phone number must be provided before the contract can be signed.
- **The cost for each security guard is \$35/hr. There is a minimum of four (4) hours per security guard.** The City will book the security guards through the Ocean Springs Police Department. The security guard fee will need to be paid separately the night of your event. The City of Ocean Springs reserves the right to require ADDITIONAL SECURITY AT ITS DISCRETION.
- FAILURE TO PROVIDE SECURITY WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THE RESERVATION AND POSSIBLE FORFEITURE OF THE DEPOSIT.
 - There will be a City of Ocean Springs employee present at all times when the facility is reserved or occupied. This employee will be there to open and close the facility, and will control all equipment located on the premises of this facility; however, the City employee on duty will not handle or move property owned by those other than the City. THIS CITY EMPLOYEE WILL NOT ACT AS A

DESTRUCTION OF PROPERTY:

Renters are responsible for the cost and repair or replacement of any MCOK property (e.g. buildings, grounds, contents, or equipment) which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the City and deducted from the deposit. Any remaining costs not covered by the deposit will be paid in full by the renter up to the amount of the insurance policy deductible. Any damage to any property of the City of Ocean Springs must be reported to MCOK or MSA staff immediately.

INDEMNITY AND HOLD HARMLESS:

Renter, including his/her/its heirs, member, assigns, agents, and/or representatives, agrees that the City shall not be liable for any injury or damages, whether to person or property, originating in contract, tort, equity, or otherwise, associated with Renter's use of the facility, inside or outside the subject building. Renter further agrees to hold harmless, defend, release, covenant not to sue, and indemnify the City for any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury that may be sustained by Renter, a third party, and/or any other person, whether based in tort, contract, or equity, whether caused by the negligence of the City or otherwise, that is in any way associated with Renter's use of the Facility.

EQUIPMENT CHECKLIST (IF APPLICABLE)

Please place an X by equipment needed, and choose the quantity needed of each requested equipment.

(X)	Equipment	Quantity Needed
	Portable Field Lights (\$50/light)	1 / 2
	Outdoor Trash Cans (\$5/trash can)	
	Barricades (\$10/barricade)	
	Black Folding Chair (28 available)	
	Black 6' Table (12 available)	

Total needs to be paid in full within two (2) business days of the rental.

AGREED UPON FEES

Rental Rate: _____	Tech Support: _____
After Hours Staff Fee: _____	Reservation Deposit: _____
Cleaning Fee: _____	Equipment Fee: _____
TOTAL BALANCE DUE PRIOR TO RENTAL: _____	
RENTER SIGNATURE: _____	DATE: _____
MCOK SIGNATURE: _____	DATE: _____

ADDITIONAL NOTES

If you have any additional notes or comments, please leave them here: (i.e. what tech you need set up, etc.)

MCOK USE ONLY

RESERVATION DEPOSIT
Date Paid: _____ Amount Paid: _____
Method of Payment: _____
If paid via check, check #: _____
Accepted by: _____
FINAL PAYMENT – (DUE ON OR BEFORE
_____)
Date Paid: _____ Amount Paid: _____
Method of Payment: _____
If paid via check, check #: _____
Accepted by: _____
NEED SPECIAL EVENT PERMIT? Y / N

CHAPERONE INFO (IF APPLICABLE)

CHAPERONE 1:
Chaperone Name: _____
Chaperone Phone #: _____
Chaperone Email: _____
CHAPERONE 2:
Chaperone Name: _____
Chaperone Phone #: _____
Chaperone Email: _____
CHAPERONE 3:
Chaperone Name: _____
Chaperone Phone #: _____
Chaperone Email: _____