

STATE OF MISSISSIPPI  
COUNTY OF HARRISON

DATE OF EVENT:  
DATE BOOKED:  
DATE DEPOSIT RECEIVED:  
RENTER'S CONTACT #:

RENTAL AGREEMENT-CITY OF PASS CHRISTIAN/ RANDOLPH CENTER

In consideration of the City of Pass Christian (hereafter "City") renting the Randolph Center (hereafter "Randolph Center") to \_\_\_\_\_

(Hereinafter "Renter"), City and Renter agree as follows:

DATE OF RENTAL: The Date(s) of Rental shall be from \_\_\_\_\_ (a.m. /p.m.) until \_\_\_\_\_ (a.m. /p. m) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

RENTAL: Renter agrees to pay City \$ \_\_\_\_\_ on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for rental of the Randolph Center.

SECURITY DEPOSIT AND CLEANING FEE: Renter shall make a deposit of \$ \_\_\_\_\_ within seven (7) days prior to any event to be held for any possible damage and clean-up of the Randolph Center.

SECURITY: Renter shall provide at least one (1) uniformed off-duty City of Pass Christian Police Officer, during the entire event, if alcohol is being served at the event. One or more officers may be required by the City in its discretion depending on the number of guests or the type and time of the event. The Renter is to secure and pay all costs directly for such security. You will need to call The Pass Christian Police Department at 228-452-3301 well in advance during regular business hours to schedule prior to the event.

MINORS: All events having minors (under the age of 21) present, e.g. dances, parties or school functions are required to have (1) uniformed off-duty City of Pass Christian Police Officer present during the entire event. An additional officer may be required depending on the number of guests or the type and time of the event. The Renter is to secure and pay all costs of such security as provided above.

PROHIBITED ACTIVITIES: Gambling, as well as any other illegal activity, in any form is strictly prohibited in and about the Randolph Center,

USE OF THE RANDOLPH CENTER: The following are general rules governing the use of the Randolph Center. Recognizing it is impossible to foresee the needs of each and every kind of event, the City reserves the right to make additions or deletions o these general rules:

Renter shall coordinate with the person designated by the City to schedule the time when the Randolph Center will be available for preparation in advance of the event.

- a) In decorating the Randolph Center, tacks, nails, staples and like materials shall not be used on wall surfaces that will damage same. Only masking tape shall be used to secure decorations and other objects to any Randolph Center surface
- b) All tables must have an appropriate cover when food and beverages are served.
- c) All foods must be prepared in advance, unless prior approval is given by City's designee to use the kitchen to prepare food. In any event, Renter shall be responsible for cleaning the kitchen after the function.
- d) No glass bottles (soft drinks or beer) are allowed in the Randolph Center under any circumstances. (Draft beer must be in closed dispensers only).
- e) Under no circumstances shall tables, chairs or any other equipment be removed from the Randolph Center for any reason.
- f) Renter certifies he/she is at least twenty-one (21) years of age.
- g) This is a Smoke-Free Building and therefore smoking is strictly prohibited.

Violations of the Rules & Regulations pertaining to the Randolph Center will result in damage fees and use of the facility may be denied in the future.

INSPECTION: The City's representative will conduct an inspection of the premises when after the event and based upon it being returned in a satisfactory state of cleanliness and/or if damage has been done to the facility.

DAMAGE TO CENTER: Renter accepts full responsibility for any damage to the Randolph Center, occurring during the event and shall be responsible for payment of all costs of such damage based on actual costs incurred by damage.

ASSUMPTION OF RISK AND INDEMNIFICATION: As a part of the consideration, Renter agrees to assume full responsibility and liability for any and all risk of loss by theft, vandalism, destruction, or otherwise of any and all items of personal property belonging to any person or entity using or otherwise occupying or being about the facility during any such event. Renter further agrees to indemnify and hold harmless the City, its public officials, employees, agents, and contractors, and their successors and personal representatives, from any and all claims and actions for damages of every kind and character and related expenses, whether disputed or well grounded in law or fact, including reasonable attorneys fees and costs, arising from or related to the use of the Randolph Center. If alcohol is served at any event, the City shall not be considered a host or a co-sponsor of such event.

CANCELLATION OF EVENT: In the event notice of cancellation is received less than one (1) month prior to the date of the scheduled event, the rental fee shall be forfeited. However, the deposit shall be returned to the Renter.

RENTAL PAYMENTS: All rental payments and deposits shall be made by check or money order payable to the City of Pass Christian.

WITNESS the signature of the parties, this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

CITY OF PASS CHRISTIAN

By: \_\_\_\_\_

Renter: \_\_\_\_\_

#### SCHEDULE OF RATES AND CONDITIONS

Monday-Friday (During Regular City Business Hours):

No Rental Fee

Non-Refundable Deposit \$50.00 (Non-profits are waived the deposit)

Monday-Friday (After Regular City Business Hours/ City Holidays, Saturday, Sunday):

Rental Fee \$125.00/day

Non-Refundable deposit \$100.00

The City will have at least one employee or other representative on the premises during the event; however, this employee will have no responsibility for the supervision or management of the activities of the event. The City Clerk's office will maintain a rotating list of City employees willing to act as custodian of the facility for such events. The City Clerk's office will provide the name of such employee to the Renter at the time the event is booked.