# City Of Collins Civic Center Rental Agreement 3220 HWY 49 COLLINS, MS 39428

## **RESERVATION APPLICATION**

YOU MUST BE 21 YEARS OF AGE TO RENT FACILITY AND SIGN THIS CONTRACT

# **ALL INFORMATION REQUIRED**

NAME:

MAILING ADDRE	SS:		
TELEPHONE #: C	H		W
DRIVERS LICENS	E NUMBER:		(WILL NEED A COPY OF ID)
SPECIFIC TYPE (	OF EVENT:		
DATE OF EVENT:			
START TIME:	END TIME:	ESTIMATED AT	TENDANCE:
• A REFUND RECEIVED RENTAL F • THE RENT BY THIS D	AND RENTAL FEES PAYABLE TO CHECK (MADE PAYABLE TO ALBE DEPOSIT OF \$300.00 IS DIN ORDER TO RESERVE YOUEE.  CAL FEE IS DUE THREE (3) DA EADLINE, YOUR EVENT WILLS:	O: CITY OF COLLINS)  REQUIRED WHEN THE UR DATE AND IS NOT AND IS NOT AND IS PRIOR TO YOUR ELBE REMOVED FROM	E APPLICATION IS APPLIED TOWARDS THE VENT, IF IT IS NOT PAID
	OFFICE	USE ONLY	
DEPOSIT \$	DATE DEPOSIT PAID:	CA CH CC MO RE	EC# CLERK#
RENTAL \$	_ DATE RENTAL PAID:	CA CH CC MO REC	# CLERK#
ADDITIONAL \$	DATE PAID:	CA CH CC	MO REC#
REASON:		CLERK#	
ADDITIONAL \$	DATE PAID:	CA CH CC	MO REC#
REASON:		CLERK#	

# City Of Collins Civic Center FEES

THE CITY MAY REQUIRE A LICENSED SECURITY OFFICER AND LIABILITY INSURANCE BASED ON THE TYPE OF EVENT AND NUMBER IN ATTENDANCE, PROOF OF SECURITY AND LIABILITY INSURANCE MUST BE PROVIDED THREE (3) DAYS PRIOR TO YOUR EVENT. THERE SHALL BE NO DOOR CHARGE UNLESS APPROVED.

#### **BUILDING AVAILABLE FOR RENT 7 DAYS A WEEK**

#### HOURS AVAILABLE TO RENT

8:00 A.M. – 12:00 MIDNIGHT

THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN U	J <b>P.</b>	
THE KEY WILL BE PICKED UP AND RETURNED TO THE CITY HALL 300 N	MAIN STR	EET OR
COLLINS POLICE DEPARTMENT 202 S ARRINGTON AVENUE.		
BUILDING IS INSPECTED AT MIDNIGHT BY A COLLINS POLICE OFFICER	. THERE I	S A FEE
OF \$150.00 IF THE BUILDING IS OCCUPIED AFTER MIDNIGHT.		

TYPES OF EVENTS THAT CAN BE HELD:

- **CHRISTMAS PARTIES**
- REUNIONS
- HEALTH SCREENINGS (NO DEPOSIT REQUIRED)
- THEATER PRODUCTIONS
- **PAGEANTS**
- **❖ LIABILITY INSURANCE REQUIRED FOR THE FOLLOWING:** 
  - **GUN SHOWS**
  - **CONCERTS**
  - **CIRCUS**
- 1. WEDDING AND OR RECEPTION (INCLUDES EVENING BEFORE) **RENTAL \$750.00**

**DEPOSIT \$300.00** 

2. SCHOOL PROM (INCLUDES EVENING BEFORE)

**DEPOSIT \$300.00 RENTAL \$750.00** 

**3. BALLS/DANCES** (INCLUDES EVENING BEFORE)

**DEPOSIT \$300.00 RENTAL \$750.00** 

4. AUDITORIUM

**DEPOSIT \$300.00 RENTAL \$400.00** 

5. MEETINGS

**DEPOSIT** \$150.00 RENTAL \$300.00

TO PICK UP THE KEY AT 4:00 P.M. THE DAY BEFORE IS A FEE OF \$100.00.

IF REQUESTED WITHIN REASONABLE TIME, THE CITY OF COLLINS EMPLOYEES CAN SET UP TABLES AND CHAIRS FOR A FEE OF \$100.00 AND TAKE DOWN TABLES AND CHAIRS FOR A FEE OF \$100.00.

A FEE OF \$25.00 WILL BE CHARGED FOR ALL KEYS NOT RETURNED WITHIN TIME ALLOTTED OR FOR LOST KEYS. A FEE OF \$25.00 WILL BE CHARGED IF MICROPHONES ARE NOT RETURNED.

LONG-TERM RENTAL	AVAILABLE	<b>UPON APPROVAL</b>	WITH BOARD C	F ALDERMEN

CIVIC CENTER CAPACITY

TABLES & CHAIRS UTILIZED	284	MAX	<b>IMUN</b>
CHAIRS ONLY UTILIZED	500	MAX	IMUM

<b>RENTERS INITIALS:</b>	DATE:	

# City Of Collins Civic Center

# **EQUIPMENT SIGN-OUT FORM**

WILL YOU BE USING THE SOUND SYSTEM: YES OR NO

agree to adhere understand any	am responsible for all checked out in my name and fully understand and the City of Collins equipment check out policies. I lamage, lost, or misplaced equipment will forfiet my agree to repair or replace lost or damaged
CHE	CK OUT: FOUR (4) WIRELESS MICROPHONES
Checked Out By:	Date:
Witnessed By:	Date:
PLEASE RET	JRN MICROPHONES TO THE COLLINS POLICE DEPARTMENT 202 S ARRINGTON AVENUE
СН	ECK IN: FOUR (4) WIRELESS MICROPHONES
Checked In By:	Date:
Witnessed by:	Date:

# City Of Collins Civic Center INSTRUCTIONS FOR RESERVATIONS AND STATEMENT OF AGREEMENT

RENTERS INITIALS: DATE:
WIFI ACCESS: City of Collins Guest Password: growwithus
IT IS THE RESPONSIBILITY OF THE INDIVIDUAL RESERVING THE FACILITY TO ENSURE THAT THE PREMISES ARE LEFT IN THE SAME CONDITION OF CLEANLINESS AS IT WAS BEFORE RENTING.
IF YOU ARE UNABLE TO PICK UP YOUR REFUND CHECK, IT WILL BE MAILED TO THE ADDRESS PROVIDED).
AGREEMENT ARE DEDUCTED
BUSINESS DAYS AFTER THE BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, KEYS, EMPLOYEE SERVICES, TRASH OR OTHER VIOLATIONS OF THIS
A REFUND CHECK FROM THE CITY OF COLLINS WILL BE WRITTEN TO YOU WITHIN THREE (3)
THE CIVIC CENTER IS TOBACCO FREE.
NO LOITERING IN THE PARKING LOT OUTSIDE THE BUILDING.
THE CITY OF COLLINS POLICE OR FIRE CHIEF RESERVE THE RIGHT TO ENTER THE BUILDING AT ANY TIME DURING THE EVENT AND THE CITY RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER.
UPON EXITING THE BUILDING BE SURE ALL LIGHTS ARE TURNED OFF AND THE BUILDING IS LOCKED AND SECURED.
THERMOSTAT IS ALREADY SET AND CANNOT BE CHANGED.
PLACE GARBAGE OUTSIDE KITCHEN ON THE PATIO, SWEEP ALL FLOORS, CLEAN THE KITCHEN, AND MOP THE FLOORING AREAS AS NEEDED WITH WARM WATER ONLY.
FOUR (4) TRASH BAGS FOR THE TRASH CANS WILL BE PROVIDED. IF NEEDED, THE RENTER MUST PROVIDE ADDITIONAL TRASH BAGS.
DO NOT BLOW OUT THE PILOT LIGHT ON THE STOVE.
CHANGING THE APPEARANCE OF THIS BUILDING OTHER THAN NORMAL DECORATING IS NOT PERMITTED.
PAINT OR ANY TYPE OF AEROSOL ADHESIVES WILL BE ALLOWED IN THE FACILITY.  CHANGING THE ADDEAD ANCE OF THIS DUIL DING OTHER THAN NORMAL DECORATING IS NOT
NO SPRAY GLUE, CONFETTI, BOTTLED BUBBLES, SMOKE MACHINES, SPRAY GLITTER, SPRAY
NO DECORATIONS MAY BE HUNG FROM THE CEILING.
NO TAPE, TACKS, NAILS, STAPLES, GLUE, COMMAND STRIPS, OR ETC. MAY BE USED TO ATTACH DECORATIONS TO WALLS OR TABLES. IF ANY OF THESE ITEMS ARE FOUND TO HAVE BEEN USED YOUR DEPOSIT WILL BE DEDUCTED ACCORDING TO THE DAMAGES OF WALLS OR TABLES.
DO NOT DRAG TABLES OR CHAIRS ACROSS FLOORS.

# City Of Collins Civic Center - Public Facilities

## **KITCHEN USE AGREEMENT**

#### **COLLINS CIVIC CENTER KITCHEN USE & COOKING POLICY:**

The Civic Center Kitchen is a "Preparation Kitchen Only" and is not intended for full food service cooking. The use of additional cooking devices, including countertop fryers, countertop grills or other similar devices is not allowed. There shall be no cooking of any kind inside the main room of the civic center. There is to be NO FRYING whatsoever inside the kitchen. All frying or grilling must take place outside on the approved concrete area, or offsite. The use of food warmers or chaffing dishes is allowed but they must be supervised throughout the entirety of their use.

#### **COLLINS TRAIN DEPOT KITCHENETTE & COOKING POLICY:**

RENTERS INITIALS:

The Train Depot Kitchenette is a "Food Preparation Area Only" and is not intended for cooking of any type. All the food must already be cooked, and the kitchenette is for the serving & final preparation use. The use of any additional cooking devices other than the provided microwave is prohibited; countertop fryers, countertop grills, griddles or other similar devices is not permitted. The use of coffee makers is allowed. The use of food warmers or chaffing dishes is also allowed but they must be supervised throughout the entirety of their use.

**NOTE:** The Fire Chief or Police Chief of the City of Collins, or their designees reserve the right and are permitted to enter any City of Collins Facility during any events to ensure that all policies are being followed and that the renting party is within compliance with this agreement. If found out of compliance the City of Collins reserves the right to end the event immediately with no refund to the renter.

DATE:

I HAVE READ THE AGREEMENT CONCERNING USE OF THE FACILITY AND CLEAN UP OF
THE CIVIC CENTER. BY SIGNING THIS AGREEMENT, I UNDERSTAND THAT I AM
RESPONSIBLE FOR ANY ITEMS THAT ARE MISSING, BROKEN OR DAMAGED AND THE
BUILDING MUST BE TOTALLY CLEANED AND ALL PERSONAL ITEMS REMOVED BEFORE
LEAVING. THE APPLICANT WHO SIGNS THE RENTAL AGREEMENT ASSUMES
RESPONSIBILITY FOR THE ACTIONS OF THOSE PRESENT AT THE CIVIC CENTER DURING
THE RENTAL TIME STATED ON THE AGREEMENT. ANY APPLICANT GRANTED USE OF THE
CENTER MAY NOT ASSIGN HIS/HER RENTAL TIME TO ANOTHER PERSON, GROUP OR
ORGANIZATION. THE APPLICANT SHALL INDEMNIFY AND HOLD THE CITY OF COLLINS
AND ALL ITS EMPLOYEES, AGENTS, REPRESENTATIVES OR GOVERNING AUTHORITIES OF
AND FROM ANY AND ALL LIABILITIES, CLAIMS AND JUDGEMENTS OF ANY NATURE,
INCLUDING DAMAGE OR LOSS OF PROPERTY, INJURY TO PERSONS (INCLUDING DEATH),
OR ANY OTHER LOSS, DEMAND, LIABILTY OR EXPENSE CAUSED BY OR IN CONNECTION
WITH THE APPLICANT.

RENTERS SIGNATURE: DATE: