

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 ADDRESS: _____

TELEPHONE #: C _____ H _____ W _____

DRIVERS LICENSE NUMBER: _____ (WILL NEED A COPY OF ID)

SPECIFIC TYPE OF EVENT: _____

DATE OF EVENT: _____

START TIME: _____ END TIME: _____ ESTIMATED ATTENDANCE: _____

- **DEPOSIT AND RENTAL FEES PAYABLE BY CASH, CREDIT CARD MONEY ORDER OR CERTIFIED CHECK (MADE PAYABLE TO: CITY OF COLLINS)**
- **A REFUNDALBE DEPOSIT OF \$300.00 IS REQUIRED WHEN THE APPLICATION IS RECEIVED IN ORDER TO RESERVE YOUR DATE AND IS NOT APPLIED TOWARDS THE RENTAL FEE.**
- **THE RENTAL FEE IS DUE SEVEN (7) DAYS PRIOR TO YOUR EVENT, IF IT IS NOT PAID BY THIS DEADLINE, YOUR EVENT WILL BE REMOVED FROM THE CALENDAR.**
- **ALL CANCELATIONS MUST BE MADE TEN (10) DAYS PRIOR TO YOUR EVENT.**

RENTERS INITIALS: _____ DATE: _____

OFFICE USE ONLY

DEPOSIT \$ _____ DATE DEPOSIT PAID: _____ CA CH CC MO REC# _____ 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 UP. [REDACTED]
THE KEY WILL BE PICKED UP AND RETURNED TO THE CITY HALL 300 MAIN STREET OR
COLLINS POLICE DEPARTMENT 202 S ARRINGTON AVENUE. [REDACTED]
BUILDING IS INSPECTED AT MIDNIGHT BY A COLLINS POLICE OFFICER. THERE IS A FEE
OF \$150.00 IF THE BUILDING IS OCCUPIED AFTER MIDNIGHT. [REDACTED]**

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
- WRESTLING
- CONCERTS
- CIRCUS

1. WEDDING AND OR RECEPTION (INCLUDES EVENING BEFORE)

DEPOSIT \$300.00 RENTAL \$950.00

2. SCHOOL PROM (INCLUDES EVENING BEFORE)

DEPOSIT \$300.00 RENTAL \$950.00

3. BALLS/DANCES (INCLUDES EVENING BEFORE)

DEPOSIT \$300.00 RENTAL \$950.00

4. AUDITORIUM

DEPOSIT \$300.00 RENTAL \$500.00

5. MEETINGS/SEMINARS/TRAINING

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 UPON APPROVAL WITH BOARD OF ALDERMEN

CIVIC CENTER CAPACITY

TABLES & CHAIRS UTILIZED.....284 MAXIMUM

CHAIRS ONLY UTILIZED.....500 MAXIMUM

RENTERS INITIALS: [REDACTED]

DATE: [REDACTED]

City Of Collins Civic Center

EQUIPMENT SIGN-OUT FORM

WILL YOU BE USING THE SOUND SYSTEM: YES OR NO

I, _____ am responsible for all equipment that is checked out in my name and fully understand and agree to adhere to the City of Collins equipment check out policies. I understand any damage, lost, or misplaced equipment will forfeit my deposit. I further agree to repair or replace lost or damaged equipment.

CHECK OUT: FOUR (4) WIRELESS MICROPHONES

Checked Out By: _____ Date: _____

Witnessed By: _____ Date: _____

**PLEASE RETURN MICROPHONES TO THE COLLINS POLICE DEPARTMENT
202 S ARRINGTON AVENUE**

CHECK IN: FOUR (4) WIRELESS MICROPHONES

Checked In By: _____ Date: _____

Witnessed by: _____ Date: _____

City Of Collins Civic Center

INSTRUCTIONS FOR RESERVATIONS AND STATEMENT OF AGREEMENT

DO NOT DRAG TABLES OR CHAIRS ACROSS FLOORS. [REDACTED]

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. [REDACTED]

NO DECORATIONS MAY BE HUNG FROM THE CEILING. [REDACTED]

NO SPRAY GLUE, CONFETTI, BOTTLED BUBBLES, SMOKE MACHINES, SPRAY GLITTER, SPRAY PAINT OR ANY TYPE OF AEROSOL ADHESIVES WILL BE ALLOWED IN THE FACILITY. [REDACTED]

CHANGING THE APPEARANCE OF THIS BUILDING OTHER THAN NORMAL DECORATING IS NOT PERMITTED. [REDACTED]

DO NOT BLOW OUT THE PILOT LIGHT ON THE STOVE. [REDACTED]

FOUR (4) TRASH BAGS FOR THE TRASH CANS WILL BE PROVIDED. IF NEEDED, THE RENTER MUST PROVIDE ADDITIONAL TRASH BAGS. [REDACTED]

PLACE GARBAGE OUTSIDE KITCHEN ON THE PATIO, SWEEP ALL FLOORS, CLEAN THE KITCHEN, AND MOP THE FLOORING AREAS AS NEEDED WITH WARM WATER ONLY. [REDACTED]

THERMOSTAT IS ALREADY SET AND CANNOT BE CHANGED. [REDACTED]

UPON EXITING THE BUILDING BE SURE ALL LIGHTS ARE TURNED OFF AND THE BUILDING IS LOCKED AND SECURED. [REDACTED]

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. [REDACTED]

NO LOITERING IN THE PARKING LOT OUTSIDE THE BUILDING. [REDACTED]

THE CIVIC CENTER IS TOBACCO FREE. [REDACTED]

A REFUND CHECK FROM THE CITY OF COLLINS WILL BE WRITTEN TO YOU WITHIN THREE (3) BUSINESS DAYS AFTER THE BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, KEYS, EMPLOYEE SERVICES, TRASH OR OTHER VIOLATIONS OF THIS AGREEMENT ARE DEDUCTED. [REDACTED]

DEPOSIT REFUND CHECKS CAN ONLY BE GIVEN OUT TO THE PERSON WHO SIGNED THE RENTAL AGREEMENT. IF YOU ARE UNABLE TO PICK UP YOUR REFUND CHECK, IT WILL BE MAILED TO THE ADDRESS PROVIDED.

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. [REDACTED]

WIFI ACCESS: City of Collins Guest Password: growwithus

RENTERS INITIALS: [REDACTED]

DATE: [REDACTED]

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:

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.

RENTERS INITIALS:

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, LIABILITY OR EXPENSE CAUSED BY OR IN CONNECTION WITH THE APPLICANT.

RENTERS SIGNATURE: DATE: