



Parks & Recreation

PAVILION RENTAL CONTRACT

PLEASE READ AND INITIAL EACH CONTRACT ITEM

I understand that:

_____ My rental date is _____, the time is _____ to _____, and that I may arrive no earlier than fifteen (15) minutes prior to my rental time. I understand that my rental time must include all SET-UP, EVENT & CLEAN UP. The Pavilion must be vacated within the agreed rental time. Failure to do so will result in loss of my security deposit.

_____ NO ADDITIONAL TIME may be purchased at time of event. All additional hours must be purchased in advance, during regular business hours Monday-Friday 8:00 am to 5:00 pm (closed on State observed holidays). *NO EXCEPTIONS!*

_____ As the Renter, I am the only person allowed to modify this reservation and as the Renter, I am the responsible party and primary contact person. *We do realize that in some cases you, the Renter, may be unable to be present upon initial beginning/ending of your rental. In this event, please list any person(s), along with contact numbers, that you give permission to take responsibility of your reservation upon beginning/ending of your rental (Wedding coordinators, Event Planners, etc.)*

_____ NO ALCOHOLIC BEVERAGES are allowed on City property.

_____ NO SMOKING OR USE OF TOBACCO in any form is allowed on City Property.

_____ NO ANIMALS of any kind are allowed on City Property.

_____ Materials such as nails, tacks, pins, staples, glue, tape, etc., may NOT be used to attach decorations to the posts, railings, ceilings, or tables. Damage to walls, doors or tables will result in loss of my security deposit and/or additional charges may apply. Decorations must be FREE STANDING ONLY!

_____ No property, furniture, equipment, or any other item may be removed or moved from the Pavilion.

_____ MY EVENT MUST BE CONTAINED IN THE RENTED PAVILION ONLY. All decorations must be contained in the rented Pavilion only!

_____ Fresh flowers, petals and bubbles are recommended for weddings. NO BIRD SEED, RICE, SPARKLERS, CANDLES, GLITTER, OR CONFETTI ARE ALLOWED. Use of this will result in loss of my security deposit.

_____ All spills must be cleaned up immediately.

_____ Without prior consent, use of the Pavilion before 6:30 am and after 10:00 pm is not allowed.

_____ NO waterslides, NO carnival type rides and NO petting zoos are permitted. ONLY DRY INFLATABLES are allowed with a fee of \$25.00 (per device).

_____ THE PAVILION MUST BE COMPLETELY CLEANED (swept, tables wiped down, trash taken to the cans) and VACATED within the AGREED RENTAL TIME OR LOSS OF MY SECURITY DEPOSIT AND ADDITIONAL CHARGES MAY APPLY. I CAN NOT LEAVE UNTIL THE PARK ATTENDANT HAS RETURNED TO INSPECT THE PAVILION. LEAVING WILL RESULT IN AUTOMATIC LOSS OF MY SECURITY DEPOSIT. **NO EXCEPTIONS!**

_____ Any items or decorations left at the Pavilion will not be allowed to be picked up at a later date. Items will be disposed of immediately.

_____ The City of Richland Parks and Recreation reserves the right to require police security at functions deemed necessary at the expense of my group or organization using the Pavilion. There is a minimum requirement of two (2) Richland Police officers per event with a minimum charge of \$25.00 per hour, per officer. This fee must be paid in full with CASH at the time of booking.

_____ CANCELLATION POLICY: In the event of a cancellation within thirty (30) days of my scheduled event, my security deposit will be forfeited unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Alderman. In the event of a cancellation within fourteen (14) days of my scheduled event, my security deposit and my rental fee will be forfeited unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Alderman.

_____ The following applies to reservations made within two (2) weeks of the event: My rental fee must be paid by CASH OR CREDIT/DEBIT CARD ONLY. *Checks will not be accepted.* My security deposit must be paid by CREDIT/DEBIT CARD ONLY. *Checks will not be accepted.*

_____ RETURNED CHECK POLICY: In the event of a returned check, a \$40.00 Return Check Fee will be charged. This fee, along with the original amount of my returned check must be taken care of as soon as possible at Richland City Hall, 380 Scarbrough St., Richland, MS 39218 601-932-3000. The only forms of payment acceptable at that time are CASH or CERTIFIED FUNDS. *We will attempt to contact you a maximum of two (2) times before it will be turned over for collections to the proper authorities.*

_____ Failure to comply with all the terms of these regulations or violations of any Federal, State, or Municipal Laws, ordinance or regulation in conjunction with the use of the Pavilion will result in immediate cancellation of my privilege of using the Pavilion, loss of security deposit and will be grounds for denial of similar reservations or future use of any Richland facility.

_____ I verify that I have received a copy of my Permit and this Contract.

By signing this contract below, I agree to have read and understood all Rental Policies for use of the Richland Parks & Recreation Pavilion. All information given by me, the Renter is true and accurate. I understand that by signing I AM RESPONSIBLE for all of the above.

Signature of Responsible Party _____ **Date** _____