



Brookhaven Parks and Recreation Department

689 Hwy 51 N | Brookhaven, MS 39601 | 601-833-3791

Rental Contract • Community and Non-commercial

Lessee: _____ Address: _____

Phone: _____ Email Address: _____

Facility

Brookhaven (FEMA) Building - 1154 Beltline Dr

Event date(s) _____ Event Description: _____

Total Rental Fee _____ 1/2 due at time of booking _____ (Non-refundable)

Balance due 30 days prior to event _____

Balance Due Date: _____

In the event of a State Of Emergency, the Brookhaven Parks and Recreation Department reserves the right to terminate the rental contract for the Brookhaven (FEMA) building at anytime. All fees will be refunded.

Bi-Centennial Building - 200 Main Street

Event date(s) _____ Event Description: _____

Total Rental Fee _____ 1/2 due at time of booking _____ (Non-refundable)

Balance due 30 days prior to event _____

Balance Due Date: _____

Depot Building - 125 N Whitworth Ave

Event date(s) _____ Event Description: _____

Total Rental Fee _____ 1/2 due at time of booking _____ (Non-refundable)

Balance due 30 days prior to event _____

Balance Due Date: _____

KEY / DAMAGE DEPOSIT OF \$250.00 CASH DUE THE DAY KEYS TO BUILDING ARE ISSUED.

Failure to return the keys within 24 hours of completion of the event will result in forfeiture of key deposit.

Failure to leave building in initial state, including no damages and all trash removed will result in forfeiture of deposit.

I / We (lessee) agree by the rules and regulations stated in this contract and to assume sole responsibility answerable in damages for any and all accidents or injuries to person or property resulting from use of the facility.

Signature _____ Date _____

Rental Agreement

- 1 Rental fee must be paid in total 30 days prior to event. Failure to pay the full rental fee will result in forfeiture of your reservation.
- 2 If event is canceled 30 days prior to event and fee has been paid in full lessee shall receive a fifty percent refund.
- 3 Lessee will assume the responsibility for all persons at the facility and accepts responsibility for supervising them. All persons must vacate the property at the conclusion of the rental period.
- 4 Lessee will assume responsibility for any and all damages occurring during or as a result of their rental period. Damages may either be corrected to the satisfaction of the Brookhaven Parks and Recreation Department payable upon request by the Commission.
- 5 All buildings under the Brookhaven Parks and Recreation Department are smoke free and use of any illegal drugs is strictly prohibited. Evidence of any smoking or illegal drug use in any of the buildings will result in forfeiture of the security deposit.
- 6 All activities must cease by 12:00 midnight.
- 7 In the event of a State Of Emergency, the Brookhaven Parks and Recreation Department reserves the right to terminate the rental contract for the Brookhaven (FEMA) building at any time. Fees will be refunded.
- 8 The Brookhaven Parks and Recreation Department (lessor) reserves the right to provide security at the lessees expense for any function which the Commission (lessor) deems necessary. A sufficient amount of security will be provided to guarantee the health, safety and welfare of all participants and the facility. The cost of the security will be set at a reasonable rate in relation to the event and will be provided to the lessee in a reasonable amount of time to be paid in full prior to the event.
- 9 Any High School or Junior High dance held on Brookhaven Parks and Recreation Department property will be required to have 2 (two) uniformed law enforcement officers on-site during the entirety of the dance.
- 10 Will alcoholic beverages be served during your event? _____ YES _____ NO If YES you must provide name and license number of the caterer.

CATERER NAME _____ CATERER LICENSE # _____

DO

- Take all of your belongings when you leave
- Lock all doors when you leave
- Empty all garbage cans
- Put all tables and chairs up neatly
- Turn off all lights when you leave
- Monitor noise levels to ensure public is not disturbed
- Leave all exit doors and fire extinguishers visible during event
- Return the keys to the Recreation Department

DON'T

- Come in before or stay past contracted rental period (If so deposit will be forfeited)
- Allow any illegal drug use on property
- Smoke or use tobacco products in building
- Tape, paint or nail to walls, floors and doors
- Use glitter, confetti, hay, etc., in building
- No pets allowed in buildings (Service animals only)
- Leave any food in refrigerator or kitchen
- Put food, oil or grease in sinks
- Leave the building unlocked
- Leave any cars in the parking lot
- Place anything on acoustic panels
- Attempt to make any repairs or improvements
- Don't place grills on concrete or grass. Gravel areas Only.

LESSEE SIGNATURE: _____ DATE: _____



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