

Rental Fees and Deposits For Hattiesburg Intermodal Facility

Grand Hall Passenger Area

Weekday Events (Mon- Thurs)	\$ 600.00
All Day Event (8 Hrs)	
Additional Hrs @ \$75.00 per Reservation/Damage Deposit*	\$ 300.00
Weekend Events (Fri-Sun)	\$ 800.00
All Day Event (8 Hrs)	
Additional Hrs @ \$75.00 per Reservation/Damage Deposit*	\$ 300.00
Kitchen Rental (Mon-Sun)	\$ 200.00
All Day Event (8Hrs)	
Additional Hrs @ \$75.00 per	
Canopy/Gardens (Mon-Sun)**	\$ 250.00
All Day Event (8 Hrs)	
Additional Hrs @ \$75.00 per Reservation/Damage Deposit (If Used Solely)*	\$ 100.00
Grand Hall Passenger Area, Kitchen and Canopy/Gardens	\$1,000.00
All Day Event (8 Hrs)	
Additional Hrs @ \$75.00 per Reservation/Damage Deposit*	\$500.00
Community Room	
All Day Event (8 Hrs)	\$200.00
Reservation/Damage Deposit	\$100.00

Fees established are in conjunction with the Terms and Conditions of Use Policy for the Hattiesburg Intermodal Facility.

*Reservation/Damage Deposit is returned upon inspection of the Facility after an event. The reservation/damage deposit will be returned upon request.

**Canopy/Gardens are only available for rent for events that are no more than 30 days from date of request.

CONDITIONS FOR USE OF HATTIESBURG INTERMODAL FACILITY (HIF)

- The Facilities:

- Grand Hall Waiting Room
Will seat approximately 600 persons or can be set up with tables and chairs to accommodate 250 for a meal. All meals must be catered or pre-prepared.
- Intermodal Waiting Room
The primary waiting room that can serve as the reception area is the Entrance Area or Staging Area for events in the Grand Hall. No meals can be served in this area.

- Application for Building Usage:

All applications must be made through the office of the Cultural Affairs Manager. The reservation/damage deposit will be \$300.00 or \$500.00 for events. The reservation will be placed on the calendar **ONLY** when this has been received and the application has been approved. One-half of the rental fees will be due at the signing of the contract. This includes incidentals and security. Security is non-refundable.

The balance of the fees is due one month prior to the planned event. Lessee (Renter) is responsible for meeting the deadline. If the deadline is not met, the Lesser (City) has the right to remove the reservation from the calendar.

- Smoking:

No smoking allowed on the premises.

- Animals and Pets:

No animals or pets are permitted in the building. Seeing-eye dogs are allowed; please notify the Hattiesburg Intermodal Facility Staff.

- Security Officers:

Any assigned security officer(s) for the event will be secured by and receive their instructions from the Cultural Affairs Manager's Office/Designated Appointee. It is mandatory to have police security when alcoholic beverages are being served and at all events held in the Grand Hall. Security flexibility will be based on audience, the event itself, and City atmosphere at the time of the event.

If it is deemed necessary by either the officer on duty or a staff member, additional security officers will be called in for the event. If this should occur the lessee will be responsible for the payment of officers.

Lessee is responsible for the payment of the security officers, which will be due at contract signing.

- Decorations

NOTHING can be attached to the walls, ceiling or floor. All decorations must be on the tables or free standing. If this is violated, reservation/damage deposit will be forfeited and additional fees for damages will be assessed if necessary.

- Usage:
Usage will be limited to one day, which is an 8-hour period, ending no later than 12:00 A.M. The building must be vacated by 1:00 A.M. Additional decorating time may be scheduled. The space will be made available AT THE TIME SPECIFIED IN THIS CONTRACT. If you want to change your opening time call the Cultural Affairs Manager/Designated Appointee's office. (601-545-4944)

- Set-up and Clean-up Procedures:
The City of Hattiesburg is responsible for the setting up of tables and chairs. Proper caution MUST be exercised in setting-up and during an event to insure that furniture and/or floor not be damaged. All materials associated with the event must be removed per instructions/coordination of the Cultural Affairs Manager/Designated Appointee. City personnel will perform all other clean up. If a reset or changes are required during an event there will be a 50% reset fee (\$400.00) applied. All resets or changes must be scheduled in advance.

- Coordinator:
The Cultural Affairs Manager/Designated Appointee should contact you at least 24 hours prior to the use of the facility. If you have not been contacted by Friday morning prior to a weekend event (even though it may be more than 24 hours), it is your responsibility to contact the Cultural Affairs Manager/Designated Appointee.

- Other Responsibilities of Lessee:
Alcohol must be served by a certified bar tender. Absolutely no, "Self-Serve". This applies to any other machines that may dispense alcohol. (See Alcohol Policy.)

The Lessee must have general liability insurance and name the City of Hattiesburg as the additional owner in the amount of \$1,000,000. A copy must be faxed to the Cultural Affairs Manager/Designated Recipient thirty (30) days prior to the event. Fax number: (601) 584-4898.

No confetti, rice, paper, petals, birdseeds or any other form of shredded materials may be thrown anywhere inside the facility. Birdseeds may be thrown outside the facility. Bubbles are permitted.

No fireworks or pyrotechnics.

Lessee must ensure that people do not drink outside the designated usage area. Children must remain with their parents or be supervised and must not be allowed to roam the facilities or play on the rail lines, parking lot, grounds or Canopy area.

Lessee is fully responsible for the behavior of all guests.

Lessee's rights hereunder are not assignable and Lessee shall not be entitled to sublet any party of the Lease Facility. Lessee shall not permit any unlawful dangerous flammable or explosive substance on the grounds or facility.

Lessee will pay for all damages to the facility as a result of their scheduled event.

- Hold Harmless:
Lessee shall become thoroughly familiar with the facilities prior to entering into possession hereunder, and accepts the same in their present condition. The City of Hattiesburg shall not be liable to the Lessee for any personal injury and/or property damage that occurs in or about the leased facilities in the absence of the City of Hattiesburg's gross negligence.

Lessee shall indemnify and hold the City of Hattiesburg harmless from any/and all liabilities, claims and judgments, including costs and attorney's fees and expenses relating thereto, for personal injury to and/or death of any person, and for loss or damage to any property which arises out of, or is in anyway connected with Lessee's use of the facilities, including any personal injury, death, and/or loss of or damage to property arising out the concurrent or sole negligence of the City of Hattiesburg.

No verbal understanding of agreement shall be recognized.

- Fees and Deposits:

A reservation/damage deposit of \$300.00 or \$500.00 is paid at the time of the booking. This is returned **UPON REQUEST** two weeks following the use of the facility if there are no damages, rental misrepresentation or failure to comply with rules and guidelines. Lessee is required to cover any additional damages or cost of additional security officers. The decision to return none or part of a damage deposit is left entirely to the Cultural Affairs Event Manager. Explanation will be provided to the Lessee on any discrepancies.

There will be no fee waiver of the Hattiesburg Intermodal Facility.

If the facility use is cancelled full fee and reservation/damage deposit will be returned if cancellation is made prior to 60 days before rental date; otherwise none of the rental fee and the full reservation deposit will not be returned.

I have read all the above terms and conditions. I fully understand and agree to abide by the terms and conditions stated.

POLICY FOR ALCOHOL CONSUMPTION OF THE HATTIESBURG INTERMODAL FACILITY

The City of Hattiesburg hereby establishes the following policy:

- I. Alcohol may be consumed on the property in the facility scheduled for use at sanctioned functions. Alcohol must be served by a certified bar tender.
- II. Absolutely no minors are to be served alcoholic beverages. Violation of this rule will result in shutting down the party immediately and everybody will be evicted from the premises by the security/ management/police. Violation of this rule will also result in full forfeit of security deposit.
- III. Uniformed security officer(s) are required at functions whenever alcoholic beverages are served.
- IV. Intoxication is not acceptable behavior at any function at the Hattiesburg Intermodal Facility. If intoxication should occur, the host must accept responsibility for taking the appropriate action in dealing with the situation. Security will escort the individual from the premises. (See item 5 below).
- V. Individuals or groups shall bring no alcoholic beverages to premises. Absolutely NO "Self-Serve" or "BYOB".
- VI. The Lessee must have general liability insurance and name the City of Hattiesburg as additionally insured in the amount of \$1,000,000. A copy must be faxed to the Cultural Affairs Manager thirty (30) days prior to the event. (Fax number: (601) 584-4898)

The above reflects the policy of the City of Hattiesburg. It does not indicate a personal choice regarding alcohol consumption. It establishes the parameters within which we will function as a community that allows the consumption of alcohol.