



# Nanih Waiya Community Park

Location: 9185 MS-490 East, Louisville, MS 39339

Mailing Address: P.O. Box 83, Louisville, MS 39339

Main Phone: (662) 222-1034 \* Rentals: (662) 773-5998 \* Billing: (662) 803-8246

www.nanihwaiyapark.com \* 501(c)(3) Non-Profit Organization

## PEGGY STOKES COMMUNITY CENTER RENTAL AGREEMENT

You must be at least 21 years of age to rent the Peggy Stokes Community Center and sign this contract. No reservation will be accepted more than thirteen (13) months in advance of an event unless approved by the Friends of Nanih Waiya Community Park board.

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Your Name: \_\_\_\_\_ Number of People: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Phone: Cell \_\_\_\_\_ Home \_\_\_\_\_ Email: \_\_\_\_\_

### OFFICIAL USE ONLY

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Method of Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_

Receipt # \_\_\_\_\_ Accepted By: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Final Payment Due on or before: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Method of Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_

Receipt # \_\_\_\_\_ Accepted By: \_\_\_\_\_

Paid in Full: Booking Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_

### RENTAL FEES

Standard Rental Fee (up to 12 hours):	<b>\$300.00</b>	Members:	\$250.00	Clean-up Fee:	\$100.00**	Deposit:	\$100.00*
Parties/showers (up to 3 hours):	<b>\$100.00</b>	Members:	\$75.00	Clean-up Fee:	\$50.00**	Deposit:	\$50.00*

\*Deposit is refundable if the community center is left cleaned and undamaged after the event.

\*\*Clean-Up Fee is only charged if the community center is left uncleaned or the facility has been damaged.

There is no charge for the use of the Community Center for Community Meetings (Cub Scouts, etc.).

**The deposit is due the DAY THE FACILITY IS BOOKED. All rental fees must be paid AT LEAST THREE (3) WEEKS prior to the date of the event.** Failure to pay all rental fees at least three (3) weeks in advance of the event will result in the cancellation of the rental agreement and forfeiture of the deposit.

**ALCOHOL POLICY**

**ALCOHOL IS ONLY ALLOWED AT PRIVATELY HELD EVENTS (Class Reunions, etc.).**

No person or group renting this facility will be permitted to SELL ALCOHOLIC BEVERAGES to the public unless the seller is Licensed and Bonded by the State of Mississippi. Groups are permitted to bring alcoholic beverages for their Personal Consumption Only.

**NO UNDERAGE DRINKING WILL BE ALLOWED ON THE PREMISES OF THIS FACILITY**

***IF ANYTYPE OF ALCOHOL IS PRESENT ON THE PREMISES OF THIS FACILITY YOU ARE REQUIRED TO HAVE LICENSED SECURITY OFFICERS PRESENT***

No Beer Kegs Are Allowed In The Facility

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**SECURITY OFFICERS**

For security reasons, any function serving/allowing alcohol must have LICENSED SECURITY OFFICERS on duty during the entire event. The number of officers required is based on the number of guests attending the event.

Up to 100 Guests - 2 Officers

101 to 200 Guests - 3 Officers

201-300 Guests - 4 Officers

You will be provided a list of licensed security officers you can contact to provide security for your event. It will be your responsibility to book and pay these security officers for their services. If applicable, you must provide the list of security officers and their phone numbers to the Nanih Waiya Community Park’s (hereinafter “park”) booking agent. YOUR FAILURE TO PROVIDE SECURITY AT ANY FUNCTION THAT SERVES/ALLOWS ALCOHOL WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THE RESERVATION AND FORFEITURE OF THE DEPOSIT.

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**CHAPERONES**

ALL YOUTH GROUPS ARE REQUIRED TO HAVE A MINIMUM OF ONE ADULT CHAPERONE FOR EVERY 15 CHILDREN. If applicable, you must provide the list of chaperones and their phone numbers to the park’s booking agent.

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**TABLES AND CHAIRS AVAILABLE**

The community center has sixteen (16) 6-foot rectangular tables and 100 folding steel chairs available.

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**KITCHEN**

There is a stove, microwave and refrigerator in the community center. These appliances may be used ONLY for preserving any food and beverage items brought into the facility. NO COOKING IS ALLOWED IN THE COMMUNITY CENTER.

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**CATERERS**

If a caterer is, the caterer chosen by the renter must provide the signed contract as well as written proof of both Workers Compensation and General Liability Insurance. Additionally, the caterer must have a business license from the State of Mississippi and be licensed by the Department of Health.

- Name of caterer (if applicable): \_\_\_\_\_
- Contact information for caterer: \_\_\_\_\_

## **FOOD (NON-CATERED)**

If food is being served during your event but you are not using a caterer, please describe what will be served (hors d'oeuvres, dinner, drinks, etc.):

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***The menu for the event must be submitted to the park's booking agent at least 2 weeks prior to the event.***

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## **DECORATING**

Decorating must be done during the time period you have reserved this facility.

- Nothing can come into contact with any wall surface, counter, door, ceiling or floor. **In addition, materials such as tape, tacks, nails, staples, glue, etc. may not be used to attach decorations to the tables either. Damage to the walls, counters, doors, ceiling or floors will result in the loss of the deposit and possible additional fees.**
  - Floral arrangements are allowed on the tables and counters.
  - Rice, confetti and birdseed are permitted outdoors.
  - Under no circumstances are tables, chairs, or any other equipment or furniture to be removed from the facility.
  - No spray glue, bottled bubbles, smoke machines, spray glitter, silly string, spray paint, or any type of aerosol adhesives will be allowed in the facility.
  - Candles or other open flame of any type that produces an airborne substance are prohibited (Battery operated candles only.)
  - Changing the appearance of the community center other than normal decorating is NOT PERMITTED.
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## **CAPACITY AND SEATING**

200 Standing;

125 Auditorium Style;

or

100 with Tables and Chairs

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## **RENTAL PROCEDURES**

- The Community Center must be completely vacated by 1:00 a.m. All music must be stopped by midnight.
- The Friends of NANIH WAIYA Community Park will not be responsible for any items left in the facility following the conclusion of the reserved event.
- The delivery of decorations, floral arrangements, food and/or beverages, etc. must be scheduled within the requested rental period.
- The rental party must clean the food preparation/caterer's staging area at the end of the event.
- Renters are expected to take trash with them, sweep the floors, clean tables and chairs, and return tables and chairs to the storage area.
- Any food remaining from the event must be removed from the facility.
- No glass bottles (soft drink or beer) are allowed inside or outside of the facility.
- No cooking is allowed inside the facility.
- No Sterno brand fuel is allowed for chafing dishes. Only Safe Heat brand or pure grain alcohol is allowed.
- No pyrotechnics are allowed.
- Tobacco products are not allowed inside or outside the facility.
- No drinks are allowed on the dance floor during events for safety purposes.
- Gambling in any form is strictly prohibited.

***Maintaining order and control over all persons or guests in the group and encouraging them to abide by all the policies and procedures required by this facility during the reserved period of time is the renter's responsibility.***

**FAILURE TO COMPLY WITH THE POLICIES, RULES AND REQUIREMENTS STATED IN THIS AGREEMENT MAY RESULT IN THE LOSS OF ALL OR A PORTION OF THE RENTER'S DEPOSIT.**

Renters are responsible for the cost and repair or the replacement of any Community Center and/or affiliated property (e.g. buildings, grounds, contents, or equipment), which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of any repair or replacement will be determined by the Friends of Nanih Waiya Community Park's Board of Directors and will be deducted from the deposit. Any remaining costs not covered by the deposit will be charged to the renter. Any damage to any property owned by the park must be reported to the park's booking agent immediately.

By signing this agreement with the Friends of Nanih Waiya Community Park, the renter and caterer (if applicable) acknowledge that all of the guidelines contained in this document in content or attachment will be adhered to.

\_\_\_\_\_  
Responsible Party (Renter's) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

**Please indicate if alcohol will be served/allowed at this Event: \_\_\_\_\_Yes \_\_\_\_\_No**

**Chaperone/Security Officer List (if applicable)**

Name

Phone Number

_____	_____
_____	_____
_____	_____
_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS THE RENTER'S RESPONSIBILITY TO CONTACT THE PARK'S BOOKING AGENT TO MAKE ALL SET-UP ARRANGEMENTS AT 662-773-5998.**