

Town of Mt. Olive
Sr. Citizen Center Rental Application

101 N. 7th Street
Mt. Olive, MS 39119

All information is Required

Name: _____

Mailing Address _____

City _____ State _____ Zip _____

Home Number _____ Cell Number _____

Driver's License Number: _____

Date of Event: _____

Estimated Attendance: _____

Start Time: _____ End Time: _____

Purpose (Be Specific): _____

Deposit Amount Received: \$ _____ Date Deposit Received: _____



*****Rental fee is due two (2) weeks prior to your event*****
I HAVE READ THE AGREEMENT CONCERNING USE AND CLEAN UP OF THE SR. CITIZEN 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.

Print Name

Signature

Date

Town of Mt. Olive

Sr. Citizen Center Rental Agreement

Hours of availability

Monday-Friday: 1-Midnight · Saturday-Sunday: 8-midnight

ALL SECURITY DEPOSITS AND RENTAL FEES MUST BE PAID BY CASH, CERTIFIED CHECK OR MONEY ORDER.

THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP.

ONE DAY EVENTS	TWO DAY EVENTS
RENTAL: 125.00 DEPOSIT: \$75.00	RENTAL: \$250.00 DEPOSIT: \$150.00
TOTAL FEE DUE UPFRONT: \$200.00	TOTAL FEE DUE UPFRONT: \$400.00

A deposit of \$200.00 for a one-day event or a deposit of \$400.00 for two-day events is due when the application is received. The rental fee is due two (2) weeks prior to your event. Contact city hall the day before your event to make arrangements for the key. The key will not be given out any earlier than the day before your event.

Reservations for the building are confirmed when security deposits are received. Your money or money order will be deposited when received. The security deposit is returned after the building is inspected and fees for cleaning, maintenance, keys, employee services are deducted. **A refund check from the Town of Mt. Olive will be written and mailed to you within five to seven business days after your event.**

The Sr. Citizen Center may not be occupied after midnight or before 8:00 A.M.

The key must be returned to City Hall by 12 Noon following your event. A fee of \$20.00 will be charged for all keys not returned within the time allotted or for lost keys.

Instructions for Reservations

Please return the reservation form and security deposit to the Town of Mt. Olive and upon receiving the form and payment, your reservation will be held and a receipt will be returned to you.

Signature

Date

Town of Mt. Olive Sr. Citizen Center

Statement of Agreement

- ❖ No loitering in the parking lot outside the building.
- ❖ The Sr. Citizen Center is tobacco and alcohol free.
- ❖ Do not drag tables and chairs across floors.
- ❖ Materials such as tape, tacks, nails, staples, glue may not be used on the walls.
- ❖ No spray glue, bottled bubbles, smoke machines, spray glitter, spray paint or any type of aerosol are allowed in the building.
- ❖ Upon exiting the building, make sure that all lights are turned off and building is locked and secure.
- ❖ It is the responsibility of the individual reserving the building to ensure that the premises are left in the same condition of cleanliness as it was before renting. This includes:
 - ✓ Taking your trash off the premises
 - ✓ Sweep/mop the floors
 - ✓ Clean bathrooms and kitchen

AVAILABLE FOR USE: 13 WHITE LONG TABLES
51 WHITE CHAIRS

THE TOWN OF MOUNT OLIVE POLICE AND FIRE CHIEF RESERVE THE RIGHT TO ENTER THE BUILDING AT ANY TIME DURING THE EVENT AND THE TOWN RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER.

The key to the Sr. Citizen Center must be returned to the Town of Mount Olive City Hall by Noon the next business day.

The person who signs this agreement agrees to indemnify and save harmless the Town of Mt. Olive against all costs, actions, claims and demands, whatsoever that may result from the activities of this event.

Signature

Date