

PEARCE MEMORIAL PARK ASSEMBLY HOUSE AGREEMENT

Upon your request, we have reserved the Assembly House for you on the following date: _____

Name _____

Type Function: _____ Key #: _____

We are happy to extend the use of the Assembly House facilities to you and hope that it will give you and your group great pleasure. In order that the Assembly House be used and maintained properly, the following rules and regulations have been established governing the reservation and maintenance during the time of your reservation.

1. Reservations may be made only by an adult 25 years of age or older who will be present at the function at all times. (Driver's License or picture ID Required)
2. Youth clubs reserving the Assembly House must have their sponsor sign agreement and pick up keys and all functions must be supervised at all times.
3. All school related functions must be approved by the principal.
4. The Assembly House renter, at their own expense, may be required to pay for a policeman/security officer for security/safety purposes at private social functions. Security will be provided by an off duty Jackson Police Officer, at a rate of \$25.00 per hour with a minimum of \$100.00. Security will be required for all events that include alcohol on the premises, or when more than 200 people are attending the event. Additionally, the renter shall provide security if the city determines that security is necessary for ANY event. All security fees must be paid in advance to City Hall.
5. Payment and/or deposit for the use of the Assembly House must be made in advance and in accordance with fee schedule. Should it become necessary, a refund will be made according to the fee schedule.
6. Activities of a strictly religious nature are excluded. This is to avoid the facility being used in lieu of a regular church building. Socials of a religious group are not excluded.
7. The Assembly House cannot be rented on a regularly scheduled basis. After each meeting, it can be reserved for the next meeting. Special cases will be considered on their merit.
8. Use of the facilities is restricted to the Assembly House only. Renters are not allowed use of the pool or the park facilities. The pool/park area and golf course will be open during your function for its members only. These areas will not close because the Assembly House is rented.
9. Keys and all equipment must be returned to City Hall immediately or no later than the next day. If City Hall is closed you may drop the keys in the night drop around back.
10. **Maximum capacity of 300** people in the building. (FIRE CODE!!!)
11. As far as we know, the Assembly House is turned over to you in good condition and the City of Jackson will expect to be compensated in full for any damage incurred by or during the use of the facility. It is suggested that you check the premises and report anything of an unusual nature as soon as you go into the building. (246-2461)

12. Do not attach, by stapling, taping, nailing or attaching in any way anything (including decorations, lights, etc.) to any surface. Only floor decorations are allowed. Also, **DO NOT CHANGE OR MOVE FURNITURE FROM PRESENT LOCATIONS IN THE FOYER, BALLROOM OR LADIES RESTROOM. DO NOT REMOVE PICTURES OR MIRRORS.**
13. No tables or chairs are to be removed from the Assembly House. When you set the tables/chairs up and put them away do not drag them across the floor. **Carts can only be rolled as far as the kitchen floor, not onto any other floors.** The floor will be checked after each function for scuffs and scratches. A count of the tables and chairs will be taken after every event. The renter is responsible for replacing any tables or chairs that are missing or damaged.
14. The windows and doors throughout the building will be checked after every function for any type damage including cracks. If any windows are cracked or broken we will have them repaired and you will have to reimburse the City for the cost. These windows are very expensive and you will be required to pay the full amount for the cost of replacement. **The smallest one is \$1,000.00.**
15. **DO NOT** pour any type grease down any of the sinks in the building. You are responsible for bottling up your own cooking grease in a sealed container and disposing of it properly. It cannot be dumped onto the ground at the facility. Inspections will be done to check after each function.
16. If there are scuff marks or marks of any kind on the walls in any part of the building you will be responsible for paying the City the cost of having them repaired and/or repainted.
17. The City will perform routine cleaning such as sweeping and mopping, but any garbage, trash, decorations or food must be removed from the building by the renter for proper sanitation maintenance. The tables/chairs must also be wiped off. We do not supply the cleaning products as they tend to go missing. Clorox clean-up wipes work well. This is to be done the same day or night of the function not the next day. The dumpster is located behind the facility.
18. There will be can liners in four of the large garbage cans in the kitchen. If you think you will need more than that you should bring some extra ones as we are not able to leave supplies at the building as some renters tend to take them home with them. The building is left with trash and/or food and proper clean-up is not performed the same day or night of the function your deposit will not be refunded.
19. **Alcohol cannot be sold at any function at the Assembly House unless you have a Special Events Alcohol License to sell alcohol. (This includes serving alcohol at events that charge admission.) This is a lengthy process so you would need to apply for it several months in advance. If you are caught selling alcohol without a license, you will be arrested and your event closed down immediately. This is a violation of the State Law and City of Jackson Alcohol Ordinance. NO REFUND WILL BE ISSUED!!! If alcohol is on the premises all State Laws and City Ordinances pertaining to alcohol must be followed.**
20. A cover charge/admission cannot be charged at the door or tickets sold before the event unless you have purchased a business license for a Special Event. The application for a business license must be completed and purchased at least a week in advance. \$60.00.
21. Please do not allow the doors to remain open while running the air conditioning and heating systems.
22. No sliding is permitted on the big hill behind the Assembly House.
23. **NO SMOKING** ALLOWED IN THE BUILDING. IF THERE IS A SMOKE ODOR IN THE BUILDING

THE DEPOSIT WILL NOT BE REFUNDED.

- 24. **NO** coolers of any kind are allowed inside the building except in the kitchen! (Must not leak!)
- 25. Open flame of any kind is not permitted for safety reasons. All candles must be set inside glass containers where the flame is lower than the glass.
- 26. You may NOT go in the day or night before your reservation to decorate or set up. All functions must end no later than 12:00 a.m. You must have all of your belongings out of the building and all your cleaning done that night also.
- 27. There are to be no changes to any electrical or mechanical components at the Assembly House. This includes the fuse box and outside breaker box.
- 28. In order for your deposit to be refunded you must adhere to all the rules stated in this agreement and all other paperwork you were given regarding the rental of the Assembly House.
- 29. The Jackson Police Department has a schedule of events for the Assembly House and will enter the facility to determine if all Municipal Ordinances and Assembly House rules are being followed. If they determine the function to be in violation of **ANY** Ordinances or Rules, they will shut down the event. No money will be refunded, including the deposit.
- 30. Any business hired to provide services for your function is required to obtain a City of Jackson Business License before the function. (Caterers, florists, decorators, bands, DJ's, etc.) Any business that you enlist needs to be informed of all the rules and regulations of the Assembly House. If any damage is done by any business that is hired by you, you are responsible for that damage.

FOR AFTER HOURS OR WEEKEND PROBLEMS CONTACT JACKSON POLICE DEPARTMENT AT 251-246-4484 AND THEY WILL CONTACT SOMEONE WITH THE CITY.

I have read the above instructions included in the Assembly House Agreement, the Assembly House Information Sheet, Assembly House Fee & Deposit Schedule instructions and understand them. I agree that conditions regarding reservations and use of the Assembly House will be met, and that instructions concerning maintenance will be followed. I accept full responsibility for any loss or damage during my reservation and agree to pay the City of Jackson for any such damage. I understand that failure to abide by any of the rules set forth in this agreement or any laws or ordinances of the City of Jackson will result in the forfeiture of my deposit.

NAME

DATE

CITY EMPLOYEE

DATE

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the City's insurance. By signing below you are agreeing that you have read and understand this statement.

RENTER: _____ DATE: _____