

# The Magnolia Civic Center Rental Contract

## Mission

This facility is dedicated to the enhancement of the quality of life for all citizens of New Albany and Union County. Three primary focus areas for facility use are continuing education of all sectors of the community, opportunities for civic and cultural growth, and economic development.

Owned by the City of New Albany and governed by its Board of Aldermen, this facility will be available to all citizens, civic groups, non-profit organizations, and industries of New Albany and Union County as outlined within the guidelines of the facility. Scheduling of the facility will be confirmed reservation through the agent designated by the Board of Aldermen.

## *Rental Rules, Regulations, & Rates*

### **I. Manager**

Director of Operations for the Magnolia Civic Center/Cine Theatre: Brittany Baker

New Albany Main Street Association

135 E. Bankhead Street

New Albany, MS 38652

(662) 539-3909

E-mail: [Brittany@visitnewalbany.com](mailto:Brittany@visitnewalbany.com)

*All rental arrangements will be coordinated by the Manager, must be made thirty days prior to the event, and must be approved by the Magnolia Civic Center Board of Directors.*

### **II. Rental Rates**

	<u>Non-Profit</u>		<u>Profit</u>		<u>Small Group</u>	
<u>Cine Theatre Only</u>	Rental Fee	\$300	Rental Fee	\$500		
	Security Deposit	\$100	Security Deposit	\$100		
	Clean up Fee	\$110	Clean up Fee	\$110		
<u>Magnolia Room Only</u>	Rental Fee	\$150	Rental Fee	\$250	Rental Fee	\$50
	Security Deposit	\$100	Security Deposit	\$100	Security Deposit	\$25
	Clean up Fee	\$80	Clean up Fee	\$80	Clean up Fee	\$40
<u>Cine Theatre &amp; Magnolia Room</u>	Rental Fee	\$400	Rental Fee	\$700		
	Security Deposit	\$100	Security Deposit	\$100		
	Clean up Fee	\$165	Clean up Fee	\$165		
<u>Catering Kitchen</u>	Rental Fee	\$50	Rental Fee	\$50	Rental Fee	\$50

Non-Profit includes any 501(c)(3) or 501(c)(6) organization, educational institutions, governmental agencies, civic organizations, and churches.

- Profit includes businesses, industries, and individuals.
- Small Group includes non-profit civic and social organizations with 30 or fewer members.
- The rental fee for each day of use for performance, speaker, and/or meeting shall be charged as listed above in Section II. Each consecutive day of rental for setup, dress rehearsals, and/or breaking down prior to or subsequent to the event shall be charged at \$100 per day. All days shall be reserved at time of booking and are subject to availability.
- Any use of the facility shall constitute a full day's rental.
- Security deposit is refundable once it has been determined by a representative of the Magnolia Civic Center Board of Directors that no damage to the facility and/or equipment has occurred.
- Clean up fee is non-refundable.
- All equipment especially kitchen equipment and tables and chairs must be stored as found.
- For any event sponsored or co-sponsored by the Magnolia Civic Center Board of Directors or the City of New Albany, the rental rates may be adjusted or waived at the discretion of the Magnolia Civic Center Board of Directors

### **III. Deposits**

A non-refundable deposit of 50% of the rental fee is required to confirm a reservation in the form of a cashier's check or money order made payable to the City of New Albany. Business and personal checks may be accepted at board's discretion. Cash payments will not be accepted. Reservations are made on a first come, first served basis. Reservations may be made and confirmed up to one year in advance.

### **IV. Balance Due**

The balance (remaining 50% of rental fee; security deposit; and clean up fee) is due by 5:00 p.m. two business days prior to the program or activity. Payment must be made by cashier's check or money order made payable to the City of New Albany. Business and personal checks may be accepted at board's discretion. Cash payments will not be accepted.

### **V. Technicians**

One approved sound/light technician is required when renting the Cine Theatre and shall be obtained by the renter and paid directly with said payment paid prior to the performance. Only those who have completed training approved by and are listed with the Magnolia Civic Center Board of Directors as approved are considered eligible. A current listing is maintained at the office of the Manager.

### **VI. Security Personnel**

One approved security personnel is required when renting the Magnolia Civic Center and shall be obtained by the renter and paid directly with said payment paid prior to the performance or meeting. Only those who are approved by and are listed with the Magnolia Civic Center Board of Directors as approved are considered eligible. A current listing is maintained at the office of the Manager.

### **VII. Smoking/Food**

The Magnolia Civic Center including the Cine Theatre and Magnolia Room is a non-smoking facility. Food and beverages are only permitted in the Magnolia Room and lobby and are not permitted in the Cine Theatre.

### **VIII. Hours of Operation**

The Magnolia Civic Center is available for leasing Monday through Saturday from 8:00 a.m. to 12:00 midnight and on Sunday, as a general rule, from 1:00 p.m. to 6:00 p.m. The Magnolia Civic Center is normally closed on holidays. Nevertheless, when reservations are confirmed a minimum of sixty days in advance of the event, the Magnolia Civic Center may be leased from 1:00 p.m. to 9:00 p.m. on Sundays and holidays. The hours of operation on Sundays and holidays are flexible, but must be scheduled and approved in advance by the Magnolia Civic Center Board of Directors.

### **IX. Ticket Sales**

In order to provide proper ticket information, the Manager must be informed of ticket prices and locations at which they are being sold. All tickets must be reserved seats. The Manager will furnish upon request seating charts for the lessee's convenience in ordering tickets. Seating capacity for the facility is 400 seats including handicapped. The lessee is responsible for providing the tickets, ticket sellers, and ticket takers.

### **X. Concessions**

Concessions such as programs, tapes, CDs, books, magazines, novelties or related merchandise, either on display or by taking orders, may be sold only after the prior approval of the Magnolia Civic Center Board of Directors. No promotional or advertising may be hung on Magnolia Civic Center walls or glass interior or exterior.

### **XI. Operational Regulations**

All federal, state, and local laws governing the illegal use, sale, distribution, or possession of any alcohol, drug, narcotic or paraphernalia shall be strictly enforced. This facility is an alcohol free premises meaning that no beer and/or alcohol is allowed on the premises. The Lessee, by signing this Lease, agrees to enforce this policy and further agrees to be responsible for any damages, liability, and/or criminal charges that may result from the Lessee failing to properly enforce this policy.

No persons shall carry or possess firearms, airguns, mace, or other such weapons.

Disorderly conduct is strictly prohibited.

No person shall engage in riotous, boisterous, threatening or indecent conduct or abusive, threatening, profane, or indecent language.

No persons shall solicit contributions for any purpose without the prior written consent of the Magnolia Civic Center Board of Directors.

No person shall throw, dump, or leave papers, cans, bottles, or other rubbish anywhere in the facility except in the receptacles provided for such.

No rice or birdseed shall be used anywhere in the building or in front of the facility.

No person shall in any manner injure, deface, disturb, destroy, disfigure, place indecent language upon, or remove any part of a building, sign, wall, or other structure in the facility.

The Magnolia Civic Center Board of Directors or the Manager shall not be responsible for any property or article lost, stolen, or damaged from any parking area, building, or facility.

No persons shall distribute any handbills or circulate, or post, place, or erect, any bills, notices, papers, or advertising devices, or matter of any kinds without the prior written consent of the Magnolia Civic Center Board of Directors.

**XII. Insurance Requirements** - City of New Albany must be added as names insured on Lessee's insurance policy and provide proof of said insurance policy to Manager of Magnolia Civic Center at least 30 days prior to event.

### Cine Theatre and Magnolia Room

I/We, the undersigned, do hereby lease the Magnolia Civic Center for the date(s) and purpose set out below and agree to abide by all "Rental Rules, Regulations, & Rates" for the facility which are attached hereto as a part of this contract. Enclosed herewith is a nonrefundable deposit of 50% of the rental rate which confirms the following rental reservation. It is understood that the person signing below has full authority to do so on behalf of the organization and may be held responsible for any violation of the attached rental rules and regulations.

Lessee

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_

Rooms Reserved \_\_\_\_\_

Reservation Date(s) \_\_\_\_\_

Beginning Time/Ending Time \_\_\_\_\_

Event Scheduled \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Amount of Deposit Attached \_\_\_\_\_

Accepted by Magnolia Civic Center

Signed \_\_\_\_\_

Date \_\_\_\_\_

The undersigned assumes responsibility for both personal and property damages that might result from use of said facility.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Mail 3 executed copies of the rental contract along with the required deposit in the form of a cashier's check or money order made payable to City of New Albany to the Manager. Business or personal checks may be accepted at the board's discretion.

Lessee

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Marquee Message

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The *New Albany Gazette* appreciates being kept informed of the events at the Magnolia Civic Center. Would you like the Manager to send your name, name of event, date, and time to the Gazette?

YES

NO

		Office Use Only	
_____	Cleaning Scheduled		
_____	Deposit Refund	YES	NO
_____	Sound/Light Technician	_____	
_____	Security Personnel	_____	