

CLEANING INSTRUCTIONS

Please read carefully

The rented space must be returned to its original condition.

1. Tables and rental equipment must be cleared from the building;
2. Garbage must be bagged and placed in outside receptacle;
3. Decorations must be removed. CGM will not be responsible for any items left in the Center;
4. Kitchen must be cleaned of any spills on floors, counter-tops and cabinets. All food items must be removed from refrigerator and any other food preparation areas cleared of waste;
5. Floors must be cleared of food, utensils, etc. and swept if beyond normal maintenance. We will provide the necessary equipment;
6. Check bathrooms for excessive disarray and bag trash;
7. Pick up all trash and litter from parking lot and grounds. Glitter and confetti are prohibited. No rice used during wedding receptions.

Once the room is cleaned, it will be inspected by staff to determine if there are any damages or extraordinary cleaning that may cause a credit card to be charged for damages or cleaning.

Renters are responsible for the actions of their guests. Staff has the authority to shut down any event when the behavior of attendance is unacceptable or safety is a concern.

Renters must exercise extreme care with food and drink items in regard to the floors, walls and furnishings of the Center. Extreme caution needs to apply to cake icing on the floor, stains created by beverages or fruit and candle wax. We recommend a clear punch and not red fruit punch. If permanent stains are left, a charge will be made to the credit card. Floors must be swept if there is excessive food.

We do not provide napkins, utensils, plates, ice, etc. or any other supplies stored in the Catering Kitchen. Renter or caterer must provide all items necessary for the event.

The kitchen must be left in the order it was found, including the floor.

All items need to be removed from the room immediately after the event, unless arrangements with the staff have been made.

Renters that do not adhere to the time specified on their contract are subject to having the difference charged to their credit card.

Signature of Renter

The undersigned acknowledges and represents that he/she has read and understands all terms and conditions set forth in the "conditions for rental." Further, he/she hereby agrees to comply with and to be legally bound by such terms and conditions.

_____ Date _____
Renter's Full Name (Please print)

_____ Date _____
Renter's Signature

_____ Date _____
Management's Authorized Signature

The Craftsmen's Guild of Mississippi, Inc. reserves the right to refuse to lease the facility for any purposes it deems to be detrimental to or not in the best interests of the Craftsmen's Guild of Mississippi, Inc. It further reserves the right to refuse to rent the facility on any dates or any time it deems appropriate or otherwise unsuitable for rental. The terms and conditions herein may be modified as agreed between Renter and Craftsmen's Guild of Mississippi, Inc. in writing. Failure to comply with the terms and conditions of this contract will result in additional charges or refusal of the Craft Center to allow the event.

How did you hear about our facility? _____

Send completed application form with payment to: Event Coordinator, MS Craft Center, 950 Rice Road, Ridgeland, MS 39157.

FOR INTERNAL USE ONLY
Date Deposit Received: _____ Date Balance Paid: _____
Form of payment: _____
Notes: _____



Mississippi Craft Center

RENTAL TERMS AND CONDITIONS



Craftsmen's Guild of Mississippi, Inc.
950 Rice Road • Ridgeland, MS 39157
Phone: 601-856-7546 • Fax: 601-856-7531
Email: info@mcrafts.org • Web: www.mcrafts.org



MISSISSIPPI CRAFT CENTER FACILITY RENTAL TERMS AND CONDITIONS

The Mississippi Craft Center has available rental space for individuals and groups for special events and workshops. Located in a beautiful natural setting, just off the Natchez Trace Parkway, the modern building is the perfect place for any special event.

The spaces available are:

- Guild Hall** 46'x46', 2116 sq. ft.
Includes use of Catering Kitchen
- Lobby/Reception Area** 36'x 56', 2,016 sq. ft.
May combine the Guild Hall and Lobby/Reception Area and may use the North Guild Deck.
- North Guild Deck** 16' x 64', 1024 sq. ft.
- Conference Room** #115, 12'x16', 192 sq. ft.
- Large Classroom** #215, 18' x 30', 540 sq. ft.
- North Classroom** #207, 20'x 20', 400 sq. ft.
- Harbor View** 32' x 40', 1280 sq. ft.

Amenities Include:

- 5,264+ sq. ft. of meeting/function space
- Retractable glass walls
- Wireless internet access
- Ample, well-lit parking
- Catering Kitchen
- Handicap accessible
- Audio visual equipment rental available
- Beautifully located in natural setting
- Magnificent modern building with fine craft gallery

Special Events at the Mississippi Craft Center include:

- Business Meetings
- Weddings
- Receptions
- Birthday Parties
- Sales Presentations
- Group Luncheons
- Dinners/Dances
- Conferences
- Anniversary Parties
- Special Celebrations
- Workshops
- Panel Discussions
- Award Banquets
- Education Sessions
- Training Seminars
- Civic Functions

Rental of Mississippi Craft Center

Person signing the contract is responsible for all liabilities pertaining to the rental damages during the contracted time of rental, set-up and closing procedures. The Renter (person signing rental agreement) must attend the event for which the facility is rented and must be physically present during the entire time the facility is rented.

The renter is fully responsible and liable for all clean up costs and damages to the rented facility, its contents and the premises. Further, the renter is fully responsible and liable

for the cost of replacing any contents or furnishings which may be damaged or removed from the facility during the rental period, set-up and closing procedures.

A reservation is confirmed only when the contract is returned and half of the rental fee has been paid and a credit card is on file to be used in case of damages or time overages. Damages will be due when the building is inspected by management to insure against any extraordinary cleaning or repair that might be necessary. The renter will be notified of the amount to be charged to his credit card. Until half payment is received, the management reserves the right to lease the room to another client.

When advertising, please use The Mississippi Craft Center, 950 Rice Road, Ridgeland, as the name and address.

Final payment is due 30 days prior to Event.

Cancellation

The reservation must be cancelled in writing. At least sixty (60) days prior to the event, all payments will be returned, minus a \$50 cancellation fee. Less than sixty (60) days prior to the event, all payments are forfeited.

Rental agreements are for the time specified on the contract. It will be the responsibility of the renter to vacate the premises at the end of the scheduled time. After 11:00 p.m., \$100 per hour will be charged by credit card. Additional hours needed must be discussed with management upon the signing of the contract. Reasonable set-up time will be provided prior to the event, if there are no scheduling conflicts. If the renter needs additional set-up time, prior to the event and wants to reserve that time, the charge is \$200.

After Hours/Weekend Functions

The Center will strictly enforce the 11:00 p.m. lock-up time of the facility. If the renter does not meet this condition, a \$50 per each additional 30 minutes the building/premise is occupied will be charged.

The Center will not be unlocked any earlier than 9:00 a.m. for weekend functions. Saturday functions, such as wedding receptions, may be set up the day prior to the reception during regular working hours, if desired space is available. Arrangements must be made in advance with the Event Coordinator.

Catering

The renter may choose from licensed caterers on the Mississippi Craft Center's approved list of caterers. Caterers are responsible for cleaning the kitchen or their spaces utilized and removing all items at the close of the event unless special arrangements have been made with management.

This includes sweeping the kitchen floor and taking the trash to the outside bin provided. If the caterer fails in this responsibility, the renter must assume that duty.

Alcohol may be served during special events. If tickets are sold to the event and include selling liquor, a temporary event liquor license must be obtained and a copy presented to management when the final event payment is made. This is a state law. If there is a cash bar, this rule applies. If this policy is not followed, the function will not be allowed to proceed. Beer kegs are allowed. If alcohol is served, one security guard per 100 guests is required. The Center will employ the security guards and bill the Renter.

The renter is responsible for the acts and the actions of all persons who attend the event for which the facility is rented. Management has the authority to shut down any event when the behavior of attendance is unacceptable or safety is a concern. In this event, refunds will not be given.

Responsibilities of the Renters

Smoking is not allowed anywhere within the premises of the Mississippi Craft Center. Renters may not: a) drive nails or other objects into walls or any part of the property; b) paint or stain any part of the property; c) post any material by any means on walls; d) hang or suspend anything from ceiling, fixtures or beams; e) use rose petals, birdseed, rice or other thrown materials. The aforementioned activities are

examples and do not constitute an inclusive listing. Food and drink are confined to the rental spaces available and are not allowed in the Gallery. The renter is responsible for removing all possessions and materials brought into the building by the end of the function or an approved time set by management.

Insurance

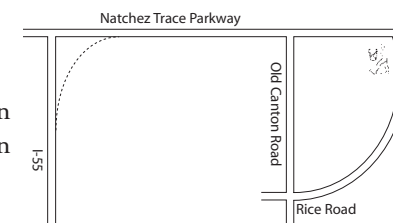
The renter shall be solely liable for injuries to persons or property during the event. The renter agrees to indemnify and hold management harmless for any claim against renter arising out of renter's rental of the property.

Security

Renters after 5:00 p.m. must include a security fee in their rental. Security fees are \$25 per guard per hour. One guard per 100 people is required.

Directions to the Mississippi Craft Center

I-55 to Natchez Trace exit, turn right on Natchez Trace, right on Old Canton Road, left on Rice Road. Building is on left, past the Ridgeland Fire Department.



RENTAL TERMS AND CONDITIONS CONTRACT

Send completed application form with payment to: Event Coordinator, MS Craft Center, 950 Rice Rd., Ridgeland, MS 39157

Name of Group/Event: _____ Date of Event: _____ Time/Duration of Event: _____

Type of Event: Business Meeting Reception Other (please explain) _____

Contact Name/Renter: _____

Address: _____

Telephone: _____ Cell Phone: _____ Fax: _____

Email: _____ Expected Attendance: _____

Facility Space Request: Guild Hall (\$_____) Lobby (\$_____) Full Hall/Lobby (\$_____) Outside Deck (\$_____) Classroom (\$_____) Catering Kitchen (\$_____) Harbor View (\$_____) Conference Room (\$_____)

FEES _____ Facility Rental _____ Evening/Weekend Fee _____ Equipment Rentals _____ Total Fees _____

____ Please charge my credit card for the deposit required to reserve the space (50%). I understand that full payment is due 30 days prior to the start of the event.

____ Please charge my credit card for the full rental amount.

____ A check is enclosed for the deposit required to reserve the space (50%).

I understand that full payment is due 30 days prior to the start of the event.

____ A check is enclosed for the full rental amount. Returned check fee is \$35.

Charge Visa MasterCard Discover American Express

Card Number: _____ Expiration Date: _____

Security Number: _____ (3 digit number located on the back of the credit card, far right)