

BBEC Play Place Rental Contract

Acceptance By signing this contract, you are submitting a formal request for a Play Place rental reservation. Furthermore, you are agreeing to hold your entire party responsible for the terms of this contract without limitation. Please note that a reservation cannot be confirmed without full payment of the non-refundable \$20 deposit and hourly rental fee.

Name - *Print Clearly*

Signature

Date

Staff member booking party (name and date): _____

DATE OF RESERVATION: _____

Time: _____

Point of Contact: _____

Phone Number: _____

Email: _____

PAYMENT

- Deposit: Date paid/Amount/Staff Initials: _____
- Play Place Rental Fee: Date paid/Amount/Staff Initials: _____

Terms and Conditions

- Play Place may be rented during non-operational hours. Currently: Daily after 3:30pm.
- Play Place key to open the cleaning cage may be picked up the day of your event. It McBride Commons is closed on the day of you event, pick up the key the day prior. Pick up key at McBride Commons, Bldg. 2222, Monday - Sunday 9am-5:30pm.
- Reservations must be made at least two weeks in advance and are subject to availability of space.
- Play Place door key is on the keyring. Please ensure the door is secured before leaving. Sign in/out on the clipboard and all participants must remain in the Play Place area and be supervised by an adult.

- You **MUST** clean the room/area and return furniture to proper placement.
- Cleaning supplies are locked in a small caged area on the rear of the equipment. Upon completion of cleaning, return items to the cage and ensure that the cage is locked. Return the key to McBride Commons the next day during business hours.
- Clean-up will include the following: Place all trash (food items, wrapping paper etc.) in the trash can, take down all party decorations, all food waste/spillage cleaned up prior to checking out, removal of trash, vacuum, sweep and mop as needed.

Pricing

- A non-refundable deposit of \$20 is due when reservation is made.
- The cost of renting the Play Place is \$15 per hour. This fee must be paid prior to the day of use.
- Payment can be made of the phone or in person:
Arts & Crafts - McBride Commons
512 Larcher Blvd. Bldg 2222
228-377-2821

Decorations

Customers may bring decorations as they see fit, with the following restrictions:

- Decorations may not be nailed to surfaces and no thumb tacks or tape allowed. Do not use anything that will destroy the walls. The 3M removable strips are recommended.
- Glitter and confetti are prohibited.
- Decorations must remain inside of the Play Place and all must be removed after the event. As of this time, the Play Place rental party room is unavailable.

Food & Drinks

You may bring food, cake, ice-cream and drinks to serve during your party. Alcoholic beverages are prohibited. All food and drinks must be removed from our facility at the end of the party. Any food items left in the facility will be discarded.

Guest Conduct

All guests are expected to behave responsibly at all times. Children must be supervised by an adult at all times. Childcare will not be provided by our staff during your party.

Liability By signing this rental contract, you release McBride Commons and the Bay Breeze Event Center from any potential liability. Party hosts are responsible for any damages caused by party attendees.