



The Crosby Arboretum

A regional arboretum representing the native flora of the Pearl River drainage basin in Mississippi and Louisiana

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APPLICATION FOR PINECOTE PAVILION RENTAL

The Pinecote Pavilion at Crosby Arboretum, Mississippi State University, is a unique facility that is available for gatherings by individual groups or organizations. Designed by the American Institute of Architects Gold Medal recipient, E. Fay Jones of Fayetteville, Arkansas, the Pavilion has been designated a Mississippi Landmark by the Mississippi Department of Archives and History. ***Absolutely NO nailing, stapling, or any other methods that would cause damage are permitted when decorating for the event.***

Rental Agreement

Reservations must be made at least one month prior to the scheduled event and will be taken in the order received. **No reservations will be made without a completed application and deposit.**

RATES:

During Business Hours:

Small events such as luncheons, organization meetings, birthday parties, memorials, etc. (excludes weddings, class/family reunions, etc.):

- 0 – 25 ppl \$125
- 26 – 50 ppl \$150
- 51 – 75 ppl \$175
- 75 – 100 ppl \$200
- 100 – 150 ppl \$250

Additional information for business hours rental:

- \$2.00 per person. This includes any catering staff that may be present.
- The Crosby Arboretum has tables, chairs, and table linens available for a rental fee. Usage fees start at \$50* and increase depending on party size.
- Solar lights to light the path from the entry trail to the Pavilion are available for a rental fee of \$50.
- Allowed access to the Pavilion 1 hour before for set up and 1 hour after for clean-up. During this time, guests of the Arboretum are allowed access to the Pinecote Pavilion.
- Event time is limited to 2 hours. During this time, only your party is allowed on the Pavilion.
- Renting party is responsible for disposing of all trash bags in the receptacles. The dumpster is located by the greenhouse.

After Hours Rate:

- **\$750** (5:00 PM to 9:00 PM). For weddings, a one-hour rehearsal may be held on a prearranged day (Wed.-Sat. 9:00 AM to 5:00 PM), at no additional charge.
- **\$550** for non-profit organizations

Additional information for after-hours rental:

- The Crosby Arboretum has tables, chairs, and table linens available for a rental fee. Usage fees start at \$50* and increase depending on party size.
- Solar lights to light the path from the entry trail to the Pavilion are available for a rental fee of \$50.
- Allowed access to the Pavilion 2 hours prior to event to decorate and one hour after the event to remove all outside items brought to the site. Everything must be cleaned by 9:00 pm. Renting party is responsible for disposing of all trash bags in the receptacles. The dumpster is located by the greenhouse.

DEPOSIT: a **non-refundable** security deposit of **\$100** is due at the time of the reservation application, with the remainder of the rental fee due **one week prior to the event.**

- The rental party is solely responsible for setting up and breaking down the event (tables, chairs, etc.), unless rented from The Crosby Arboretum.
- Arboretum guests will have access to the Pavilion if decorating during business hours.
- Visitors are required to keep all motorized vehicles in designated areas.
- Do not block drives. Emergency access to the Pavilion must be maintained at all times during the event.
- No night lighting is located along drives or parking areas; Renter may wish to provide flashlights, etc. Solar lights are only available for the trails.
- Swimming, wading and fishing in water bodies is NOT permitted.
- **NO ALCOHOL IS PERMITTED ON SITE.**
- Smoking is not permitted on the Pavilion or on the Arboretum property.
- In case of inclement weather (rain/wind) damage may occur to decorations, etc.

Renter accepts that the Arboretum is an outdoor venue and is subject to conditions that can include standing water, wet or muddy trails, biting insects, and so forth. Renter expressly acknowledges that Mississippi State has no control over the weather. Any fees paid to the University are non-refundable for any reason, including inclement weather. However, if Renter determines that the event should be canceled due to inclement weather, the Crosby Arboretum will work with Renter to re-schedule the event on a date agreed upon by both parties.

Type of event: Wedding Meeting Workshop Reunion Other: _____

Date of event: _____ Time: _____

Name or organization/event: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Pinecote Pavilion Rental Agreement
The Crosby Arboretum, Mississippi State University
Page 3

Are you a member of The Crosby Arboretum? Yes No

Will you be renting tables, chairs, and linens from The Crosby Arboretum? Yes No

Will you be needing a food services table? Yes No How many? _____

If the event is a wedding, will there be a rehearsal? _____ Date _____

Time _____ Will you need to decorate prior to the event? Yes No

Number of guests: _____

Fee for Pinecote Pavilion: \$ _____

Guests Fee (\$2 per person if during business hours): \$ _____

Supply Rental Fee:

• Tables, chairs, linens: Qty. _____ \$ _____

• Solar Lights (\$50) \$ _____

Subtotal: \$ _____

Member Discount: (10%) \$ _____ - _____

Total \$ _____

Deposit of \$100 received on: _____ **Balance:** _____
Credit card on file for incidentals

Balance due on: _____

Reservation taken by: _____
Staff member Date

**Additional fees may be assessed in the event damage occurs or significant cleaning is needed.*

Indemnification and Hold Harmless Agreement

In return for being permitted to use University facility or facilities, we agree to indemnify, defend, save, and hold harmless, protect, and exonerate the State of Mississippi, and the Board of Trustees of State Institutions of Higher Learning, Mississippi State University, and each of their officers, agents, employees, and representatives, both in their official and in their individual capacities, from and against all claims, demands, liabilities, suits, actions, damages, losses and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees, expenses, and attorneys' fees, arising out of or related to the use of the facility or facilities.

Name of Person/Organization Requesting to Use Facility:

Renter's Name: _____ **Signature:** _____
 Print Name

Date: _____