The Crosby Arboretum

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

370 Ridge Road P.O. Box 1639 Picayune, MS 39466-1639 USA

(601) 799-2311

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 <u>NO</u> 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 rent.
- 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 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.
- Event must be completed by 4:00 pm.

After Hours Rate:

- \$750 (4:00 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

Pinecote Pavilion Rental Agreement

The Crosby Arboretum, Mississippi State University

Page 2

Additional information for after-hours rental:

- The Crosby Arboretum has tables, chairs, and table linens available for rent.
- 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.

<u>DEPOSIT</u>: 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.
- 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 reschedule the event on a date agreed upon by both parties.

If serving alcohol: Renter <u>must</u> use a licensed catering service for all legally allowable alcohol service/bartending needs. Food service is required for all events when alcohol is served. **No cash bar/tips are allowed. No BYOB**. The caterer, prior to the event, must provide proof of a valid license from Mississippi Alcohol and Beverage Control that permits the caterer to serve alcohol. Note: Alcohol is not allowed during business hours.

Catering Company:				License Number:		
Type of event:	Wedding	Meeting	Workshop	Reunion	Other:	
Date of event:				Ti	ime:	
Name or organiz	zation/event	:				
Contact Person:						
Address:						
Phone:						
Contact Person	at the Event	:				

This person will be the point of contact (not the bride or groom) for Arboretum staff if there are any immediate incidents/needs that arise, i.e. guest parking issues before and during the event.

Pinecote Pavilion Rental Agreement

The Crosby Arboretum, Mississippi State University

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 N	To How many?
Will a PA system be needed? Yes No	
If the event is a wedding, will there be a rehearsal?	Date
Time Will you need to decora	ate prior to the event? Yes No
Number of guests:	
Fee for Pinecote Pavilion:	<u>\$</u>
Guests Fee (\$2 per person if during business hours):	\$
Supply Rental Fee:	
Tables, chairs, linens:Tables - \$5.00 ea.Qty	<u>\$</u>
o Chairs - \$1.00 ea. Qty	<u>\$</u>
o Linens - \$2.00 ea. Qty	<u>\$</u>
• Solar Lights - \$50	\$
• PA System - \$25	<u>\$</u>
• Use of Golf Cart - \$100	\$
Subtotal:	<u>\$</u>
Member Discount: (10%)	<u>\$</u> -
Total	\$
Deposit (\$100 non-refundable)	<u>\$</u> -
Deposit received on: Credit card on file for incidentals*	Balance: <u>\$</u>
Balance due on:	
Reservation taken by:Staff member	

^{*}Additional fees may be assessed in the event of time overage, damage occurs, or significant cleaning is needed.

Pinecote Pavilion Rental Agreement

The Crosby Arboretum, Mississippi State University

Page 4

Credit Card Information:

The Crosby Arboretum allows ample time for pre and post event prep and clean-up as well as event time. In an effort to keep the event within the time frame outlined in the agreement, there will be a \$50 fee for every 15 minutes that a party stays over their allotted time. If property damage occurs, we will assess the damage and charge your card accordingly. Rates are below. Your event will not be booked without providing credit card information.

VISA	MASTERCARD	AMERICAN EXPRESS	DISCOVER
Credit Car	rd Number:		
Exp. Date:	:	CCV:	
Cardholde	r:		
Mailing A	ddress:		
 Ta Ch Lin Da I/We agree Agreement local laws, University	that my/our use of the Crosby, applicable polices of Crosby regulations, and ordinances. It for any and all costs incurred, ity and that of the entity that I/v	and rental items: nd/or site property: Starting fee of \$50 Arboretum Pinecote Pavilion will comply Arboretum and Mississippi State Univers we and the entity I/we represent will reim including damages, arising from my/our u we represent. This is a binding agreement	y with the terms of this ity, and applicable state and burse the Mississippi State use will be my/our
	<u>Indemnificat</u>	ion and Hold Harmless Agreement	
hold harm Higher I representa liabilities,	aless, protect, and exonerate the Learning, Mississippi State atives, both in their official and suits, actions, damages, losse court costs, investigative fees,	eversity facility or facilities, we agree to estate of Mississippi, and the Board of Truniversity, and each of their office d in their individual capacities, from and estand costs of every kind and nature we expenses, and attorneys' fees, arising out	rustees of State Institutions of rs, agents, employees, and I against all claims, demands, thatsoever, including, without
Name of	Person/Organization Reques	sting to Use Facility:	
Renter's N	ame:	Signature:	
	Print Name		