

MISSISSIPPI SPORTS HALL OF FAME AND MUSEUM

1152 Lakeland Dr., Jackson, MS 39216

601-982-8264

Party Rental Application

Date of Application _____

Age Requirement: **Age 4 turning 5 and Older**

Date of Party: _____ Time of Party: _____

Parent's Name: _____

Phone: (Please note which parent's work number)

(W) _____ (H) _____ (C) _____

Child's Name: _____ Age of Child: _____

Mailing Address: _____

City, State, Zip: _____

E-mail Address: _____

Number Expected: _____

Party Fee: \$200

Fee: \$175 if bringing own cake

Party Rental Includes:

Museum Admission for 16 Plastic Tablecloths

\$5 per child if more than 16 children attend

1/4 Sheet Cake with Sports Theme Plates/Cups/Napkins provided for children only

Rental of the Party Room is for 1 1/2 hours

Saturday Parties must begin at 10:30 a.m., 11:00 a.m, 1:00 p.m., 1:30 p.m. or 2:00 p.m.

Weekday parties may start at any time, but no later than 3:15 p.m.

Choose One: Museum provides Cake _____ I will bring my own cake _____

If Museum provides cake, Choose One: Chocolate Cake White Cake

: **Indicate first, second and third choice of theme on cake.**

Basketball _____ Football _____ Baseball _____ Soccer _____

MUSEUM DOES NOT PROVIDE BEVERAGES OR ICE

If you are serving sodas, it must be a Coke product. However, juice or other beverages are allowed.

***Any additional child over the 16 allowed will be \$5 each.** Parents and grandparents are not required to pay admission, but please keep to a minimum if possible. We only provide paper products for the children.

You are responsible for the behavior of the children with your party. Children are not allowed to run the stairs, play in the elevator, or run on the main museum floor. They can play, enjoy and exert all their energy in the interactive exhibits in the back area of the museum! Thank you for your help in enforcing these rules.

How did you find out about us?: _____

PARTY POLICIES

Confirmed Reservation: Reservations will be considered only on a first come, first serve basis. A reservation is confirmed only when the leasing party has 1) **completed the written application** and 2) submitted **payment in full**. Payment of any additional party members is due on the day of the event. Make checks payable to the Mississippi Sports Hall of Fame.

Cancellation: In the event the leasing party decides not to use the facility, the full amount of the deposit fee received, minus a \$10 processing fee, will be returned if the **written cancellation** is made at least 14 days prior to the date of the event; The full amount of the rental fee will be retained for all other cancellations unless we are able to re-book the date.

Care of Building, Equipment, and Premises: There is no smoking anywhere within the premises of the Hall of Fame and Museum Building. ***Leasing party shall return the property to Lessor in the same condition as when received,*** and shall pay for any damages incurred by Lessee's usage, as determined by Lessor. Lessee will not permit the following: 1) any objects to be placed on walls or 2) damage to furniture, walls or exhibits. **Food and drink are confined to the Party Room.** Please inform your guest of this policy.

Supervision: The lessee is **responsible for the supervision of the children at all times.** We recommend keeping them in small groups. The **Museum does not provide extra supervision nor a hostess.** Staff/volunteer will direct you to participatory exhibits and other areas of interest.

Party favors: Party favors you provide must not be distributed until children are leaving the Museum.

Insurance: Lessee shall be solely liable for injuries to persons or property incident to this lease. Lessee agrees to indemnify and hold Lessor harmless for any claim against Lessor arising out Lessee's rental of the Property.

Catering: The Lessee shall provide drinks, ice and any other food products they desire. **You will be responsible for cleaning your party area once the party is over.**

In testimony of which this agreement has been executed by the above parties on this the _____ day of _____, 201__.

Renter Signature

Staff

Title