

CITY OF BILOXI

PARKS AND RECREATION DEPARTMENT/REQUEST FOR PERMIT/SAENGER THEATRE

170 Reynoir Street Biloxi, Ms. 39530

MAIL ALL CONTRACTS AND FEES TO

377 HILLER DRIVE BILOXI, MS.39530/PAYABLE TO: CITY OF BILOXI

INDIVIDUAL/GROUP NAME _____
TELEPHONE NUMBER: HOME _____ WORK _____
ADDRESS: _____ zip code _____
NAME OF EVENT: _____ OCCUPANCY TOTAL: _____
E-MAIL/WEB ADDRESS: _____

SET UP TIME: _____
START TIME: _____
CLOSE TIME: _____

It is hereby agreed between the City of Biloxi and the Parks and Recreation Department and the above party that the named facility is reserved on: _____.

The person requesting this permit agrees:

- 1. To personally accept responsibility for any damages done to the facility or equipment by persons in his/her group during the reserved period of time, to maintain order and control over person(s) in their group.
2. To abide by all policies and procedures of the City of Biloxi Parks and Recreation Department as directed by the instructions in the contents of this contract and by the employee on duty.
3. Set, start and closing times of the center will be enforced. If you choose to clean the facility, you must clean and exit facility by 2:00 a.m.(NO EXCEPTIONS)If your time frame changes, it must be brought to the attention of the Reservationists in advance. You may not change your decision for clean-up the day/night of your function.

Failure to comply with all the terms of these regulations or violation of any federal, state or municipal law, ordinance or regulations in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

Signature _____ Date _____

Table with 4 columns: Fee Type, Amount, Receipt, Date. Rows include RENTAL FEE, DEPOSIT FEE, CLEAN-UP FEE, PIT COVER, and DANCE FLOOR.

Comment: Phone number for City Web is: _____

**CITY OF BILOXI PARKS AND RECREATION DEPARTMENT
PERMIT POLICIES SAENGER THEATRE**

Attention:

As you are aware, our policies on decorations and who is responsible for taking them down is stated in the policies in which you will be signing. The word **decorations**, refers to onstage, hanging from balcony, tables, walls, railing etc. before any organization is granted permission to use this facility; they must sign and agree to all center policies. All organizations must insure that all decorations will be removed from the facility as soon as the function has expired. Our center caretaker would deeply appreciate your help in this matter.

NO SILLY STRING ALLOWED. NO EXCEPTIONS

PROCEDURES:

1. Persons wanting to reserve the Saenger Theatre should contact the Reservationists, Tina Cowart at 435-6281 or by visiting the Parks and Recreation Department Office located at 380 Hiller Drive Biloxi, Ms. 39530.
2. The request for permit is the official confirmation, when signed by the permit requestor.
 - a. A room is not reserved until the request for permit is properly executed and the original is on file in the Parks and Recreation Department office and all fees have been paid.
 - b. A copy is also given to the permit requestor signing the agreements.
 - c. Agreements are not to be signed until all questions about the event are answered (i.e., hours, chaperons, supervisors, etc.) and the arrangements of payment of fees have been made.
3. Only adults 21 years of age and older may reserve the Saenger Theatre.
- *4. Time changes to contract will not be accepted three days out from date booked.
- *5. Adding additional dates to existing contract will not be accepted and are not considered confirmed until payment is made with the Parks and Recreation Office. Payment must be made within five business days of the original request.

HOURS:

Office hours: Monday through Friday 8:00 a.m. till 5:00 p.m.
Lunch: 12:00 till 1:00 p.m. (Center closed for lunch)

6. Any person or persons using the Greenroom for change of clothes or changing in and out of outfits between productions must stay behind the curtain at all times. The Greenroom is used as the Saenger Office and the Manager/Staff will have access at all times. **MANDATORY**
1. **Activities in the center must be completed by 12:00 a.m. If the renter elects to clean, then you must shut the function down at 12:00 midnight and be out by 2:00a.m. If the City is scheduled to clean for you, you may stay in the center until 2:00 a.m. continuing to load out.**
2. Regularly scheduled activities of the Parks and Recreation Department and the City are not cancelled in order to provide room for a permit.

OCCUPANCY LOAD:

Seating capacity is **940**. No more than 940 persons are permitted in the theater at one given time. Lessee should keep all performers and staff backstage unless an area is specifically blocked off for them in the auditorium. **If more than 940 patrons, performers, etc., are in the auditorium, the performance will be shut down by the fire guard and you will jeopardize renting the facility in the future. (NO EXCEPTIONS) (670 Ground floor/270 balcony)**

1. Lessee's technical arrangements are to be made independently with the Technical Director. The City of Biloxi Recreation Department is not responsible for the lessee's technical arrangements.
2. The control of the Saenger Theatre is held by the City of Biloxi and its employees and agent. No keys will be given out to anyone renting the Saenger Theatre. No lessee shall in any way obstruct or hamper the business conducted in the Saenger Theater.
3. The City of Biloxi, its agents, employees, contractors, maintenance workers, and security shall have access to all areas of the building at all times. The lessee shall not place or cause to be placed additional locks of any kind on any areas of the Theatre or in any way tamper with locks.
4. Security is mandatory at any and all functions, unless otherwise stated by said division. All decisions made by Security are final. The City of Biloxi Recreation Department is not responsible for making arrangements for Security. That is the responsibility of the Lessee. All fees for Security must be paid directly to the assigned individuals prior to leaving the facility. If payment is not made, or payment made is not for the full amount, it will be deducted from said damage deposit.

5. All groups using the Saenger Theatre are required to carry Blanket Public Liability Insurance naming the City of Biloxi as additional insured as follows: Bodily Injury \$500,000.00 each occurrence, \$1,000,000.00 aggregate. A Certificate of Insurance must be forwarded to the Reservationists, General Manager of Saenger Theatre no later than (14) fourteen days prior to the performance.

DECORATION:

1. Decorating is to be done during the period of time reserved by the permit group (Set up time). Any exception must be approved and/or paid for prior to signing and shall be recorded on the permit request.
2. The Center Supervisor must approve decorating plans and materials. Tacks, nails and staples **may not** be used to attach decorations. Only scotch tape is approved for such tasks. **NO TAPE OF ANY KIND WILL BE USED ON ANY FLOOR SPACE IN THE FACILITY. (NO EXCEPTIONS)**
3. All decorations and any materials used to affix decorations to rails or tables must be completely removed by permit group following use of facility.
4. It is hereby agreed that the undersigned will comply with the following City Fire Ordinance: That any material used for display or decoration in City facilities must be confirmed as fire retardant. In addition, a letter of Certification from the manufacture of said items will be provided if needed to the Biloxi Fire Department.
- New** 5. **NO CONFETTI OR GLITTER ALLOWED ON STAGE OR FLOORS. NO CAN GLITTER SPRAY ALLOWED IN FACILITY. FIREWORKS AND PYROTECHNICS ARE NOT ALLOWED IN OR OUTSIDE FACILITY. This includes the snaps, pops and sparklers. NO Styrofoam, 6ft or 8 ft coolers allowed in the building. (NO EXCEPTIONS)**
6. **ALL MATERIALS WHICH ARE USED IN THE FACILITY MUST BE FIRE RESISTANCE, IF NOT THE CARETAKER OR FIREMAN ON DUTY WILL HAVE THEM REMOVED. (NO EXCEPTIONS)**
7. **No one may use any materials that are the property of the City of Biloxi, such as our ladders, extension cords, etc. NO EXCEPTIONS.**
8. Marquee measurements are: 30 inches by 52 inches. It will be left up to the Manager to arrange the installation of advertisement. He will let you know when they will be hung and for how long. Also, he will inform you when it will be moved from outside to inside or inside to outside.

ALCOHOLIC BEVERAGES:

1. No person(s) or group(s) renting the Saenger Theatre will be permitted to sell alcoholic beverages in the building or on the premises. (NO EXCEPTIONS)
2. All other request for use of alcohol must be put in writing and approved by the Parks and Recreation Director or Assistant Director.
3. THERE IS NO HOUSE MANAGER CHARGE. IF YOU ARE WANTING CONCESSIONS AVAILABLE OUTFRONT YOU MAY REQUEST ONE TO THE SAENGER MANAGER ON DUTY. CONCESSIONS ARE NOT MANDATORY. THEY WILL THEN CALL THE FRIENDS OF THE SAENGER AND HAVE A REPRESENTATIVE COME AND SELL DURING YOUR FUNCTION, AND THE FRIENDS OF THE SAENGER ARE REQUIRED TO PAY FOR THEIR HOURS NOT THE PERMITTEE.
4. Food may be provided for the cast and crew backstage at no cost to them. Food may not be sold. No outside or commercial vendors allowed. An organization may sell T-shirts and novelty items.

SUPERVISING:

To speak with the Manager of the Saenger Theatre call or E-mail.

Gaius Medley cell 228-369-3210/or gaius999@earthlink.net

1. The Center Supervisor, employed by the Parks and Recreation Department, is to be present in the building during all reservation period. His/her duties are to open and close the building, to give assistance when needed and to assure that the policies of the Department are followed.
SUPERVISOR WILL NOT SERVE AS A CHAPERON
2. Youth groups who do not have adults, which will supervise their function, will not be able to book said facility. The adult must come in and contract the facility through the Parks and Recreation Department.
3. The adult/organization who signs the permit request assumes responsibility for required arrangements and liability for any damages.
4. Security will not be needed for set-up time, move out or rehearsals.
5. Violation of the rules and regulations pertaining to the use of the Saenger Theatre will result in forfeiture of deposit fee. Also, the use of the facility may be denied for future use.

6. The Public Safety Department will determine the number of police and fire. Payment for such is the responsibility of the person(s) signing the contract. Failure to provide adequate security will be grounds for cancellation of permit. Failure to arrange Security will be grounds for cancellation of said function. Failure to pay Security will result in deducting said amount from Security Deposit.
7. Food and drink are not permitted in the theatre area, except for the lobby and green room. **NO EXCEPTIONS NO SMOKING IN FACILITY.**
8. Under no circumstances are equipment, chairs, tables, etc. to be removed from the Saenger Theatre.

No use of beach balls, Frisbee's or any other objects may be use on the stage while performance is going on. In particular, playing catch on a crowded stage during awards is prohibited. It is a serious safety risk that the city of Biloxi cannot allow.

CANCELLATION POLICY: Should the permit requester cancel his/her event with the Parks and Recreation Department prior to 60 days of their scheduled event then 100% of the deposit will be refunded. If cancellation takes place less than 60 days, deposit will be forfeited. (NO EXCEPTIONS) **Should the Recreation Department have to cancel the booking do to non-payment of any/all rental fees we will cancel your event and you will forfeit your damage deposit. 60 days means from the function date, not the date in which the contract is signed.**

We will allow you to change the date one time and/or re-book the date one time. But, should you cancel again it would automatically be forfeit of deposit with no time line given on the second booking date. You will have to book in the same year you are canceling in.

RENTAL FEE SCHEDULE

Rental Fee	\$500.00	Deposit	\$500.00
Rehearsal/1 hour min	\$ 25.00	per hour	

****Any rehearsal over six hours will be considered a full day rent and full rental cost for that day will be charged ** \$500.00**

Marilee Floor Cover	\$150.00
Clean-up	\$400.00 (per day)
Pit Cover Full Removal	\$250.00

We will allow a partial removal Front section \$125.00 or back at \$125.00 there will be no further prorated of this charge over and above two sections. **The pit cover will remain up at all times, unless the renter does not need it. If not needed he/she will pay to have it taken down and put back up.**

I HEREBY UNDERSTAND MY RESPONSIBILITY IN THE ABOVE COST FOR WHICH I AM RESPONSIBLE IN PAYING. I AM ALSO AWARE IF I SHOULD NOT PAY SECURITY CORRECTLY THE AMOUNT WILL BE DEDUCTED FROM MY SECURITY DEPOSIT.

The deposit must be paid within 10 days of confirming said date or you will be automatically canceled (No Exceptions) The rent and all other fees are to be paid 30 days later given date will come from the reservationist. If not done, you will be canceled. (No Exceptions) WE are not responsible for lost mail. Security cost must be paid at the expiration of each event that night. You cannot mail a check later. (NO EXCEPTIONS) If mailing said payment to 377 Hiller Drive Biloxi, Ms. 39530 we are not responsible for lost or stolen mail. IF PUTTING UP SIGNS OF ANY KIND ANYWHERE IN THE CITY, to advertise, you must call the Code Enforcement office prior to doing so 435-0841. This does not include inside the building or on the grounds of the facility. We will instruct you of that. This is for signage off property.

Signature

Date

Dear Patrons:

Upon vacating the Saenger Theatre premises, you will be responsible for cleaning the facility. It is also your responsibility to walk through the center with the caretaker prior to leaving to ensure the facility is left in satisfactory condition. Cleaning is to include:

1. Lobby: Pick up, swept, trash emptied, mopped, vacuumed
2. Lobby Bathroom: picked up, swept, trash emptied, mopped
3. Auditorium/balcony: picked up, swept, trash emptied, mopped, vacuumed
4. Greenroom: chairs/tables put up and wiped down, swept, trash emptied, mopped
5. Dressing rooms/bathroom: picked up, swept, trash emptied, mopped
6. Green room/bathrooms: picked up, swept, trash emptied, mopped
7. Sweep and pick up trash from front entrance. Also, if any trash is left on the grounds outside facility you will need to pick-up and put in dumpster to include parking lot

YOU CAN NOT CHANGE YOUR MIND AT THE EXPIRATION OF YOUR EVENT CONCERNING THE CLEAN-UP. ONCE YOU HAVE COMMITTED TO DOING YOUR OWN CLEAN-UP YOU MUST PERFORM THIS TASK. (NO EXCEPTIONS)

IF ANY OTHER ARRANGEMENT IS MADE, OTHER THAN WITH THE RESERVATIONIST, BY ANYONE ELSE THIS WILL BE CONSIDERED AN ILLEGAL ACT AND YOU WILL NOT BE ALLOWED TO RE-BOOK THE SAENGER THEATRE IN THE FUTURE.

SIGNATURE _____

DATE _____

I wavier responsibility of clean-up and wish to have the City of Biloxi provide this service. I understand that I will be responsible in paying the following cost:

\$400.00 clean-up cost

SIGNATURE _____

DATE _____

STATE OF MISSISSIPPI
COUNTY OF HARRISON
SECOND JUDICIAL DISTRICT

RELEASE AND INDEMNITY

WHEREFORE, for and in consideration of the use of the ground of the City of Biloxi, Saenger Theatre and structures erected upon it owned by the City of Biloxi, Mississippi, and located at 170 Reynoir Street, I, _____, do hereby release, acquit and forever discharge the City of Biloxi, Mississippi, and all of its respective agents, servants, employees, elected and non-elected officials, successors, predecessors, insurers, attorneys, and any and all other legal entities and persons, of and from any and all claims, demands, actions, damages, liability, or legal recourse of any type, and expenses (including attorneys' fees) in connection with or arising from or out of my use of the Saenger Theatre.

WHEREFORE, PREMISES CONSIDERED: The undersigned further agrees that the he/ she shall indemnify and hold harmless the City against and from all claims, demands, actions, rights of action, liabilities, losses, judgments, costs, expenses, and attorney fees which shall or may arise by virtue of anything done or omitted to be done by us, including through or by its agents, employees, or other representatives, arising out of, claimed on account of, or in any manner predicated upon the use of the above mentioned property. The undersigned further agrees to protect and save and keep the City harmless and indemnify the City against and from any and all claims, demands, actions, liabilities, judgments, losses, costs, damages or expenses (including attorneys fees) arising out of, claimed on account of, or in any manner predicated upon any accident or other occurrence arising from the use of the above mentioned property causing injury to person(s) (including death) or property to whomsoever or whatever in law and equity. Furthermore, as part of the consideration for using the abovementioned property, the undersigned agree to assume full responsibility and liability for any and all risk of loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the organization, group or members thereof while in and about said facility, regardless of whether or not said loss relates to, or arises out of, the use of said facility and, in addition, said organization or group agrees to indemnify and hold the City of Biloxi, its agents and servants, and employees harmless from and against all claims and expenses for same, including attorney fees.

This, the _____ day of _____, 20__.

Authorized Signature _____

Witness _____



Police Department
John B. Miller, Director

**Biloxi Police Department
Security Information Sheet**

It is mandatory by City of Biloxi Code of Ordinances that Biloxi Police personnel be present at functions held at City facilities. It is the responsibility of the Police Department to assign the necessary Police personnel based on the function. Security is required from the starting time to closing time.

The cost required is as follows:

Police Personnel \$25.00 per hour (3 hour minimum) per officer

The security cost will be paid directly to the assigned personnel who are assigned to the function at the beginning of the event on the day of the event.

In order to ensure that your security detail is established in a timely manner, you will need to do the following:

- 1. Ensure that form "BPD Security Form-001" is properly filled out.**
- 2. Form then is to be signed by a City of Biloxi official who is establishing the contract.**
- 3. It will then be your responsibility to follow up with a phone call to the Biloxi Police Department at 228-702-3145 where payment arrangements and officer assignments will be finalized.**

Signing below means you are aware that you will not be allowed in the facility (on the date booked) if security for Police arrangements are not made. A copy of arrangements must be on file with the Recreation Department and the Police Department. It is not the responsibility of the Parks and Recreation Department to arrange security. If you should cancel your event with the Parks and Recreation Department, you must call the Police Department (228-702-3145) to cancel or you will be billed if security shows up to a cancelled event. It is not the responsibility of the Parks and Recreation Department to cancel security arrangements.

Signature

Date

Security Arrangements for City Facilities & Events

Biloxi Police Department

170 Porter Avenue

Biloxi, MS 39530

228-702-3145

A request has been made for security provided by the Biloxi Police Department for the use of the

_____ By Name: _____

Phone Number: _____ Email: _____

Event Date: _____ Doors Open: _____ Close: _____

Type of Function: _____

_____ Total number of individuals (total occupancy) expected to attend the function

_____ Alcohol Served (beer/wine/liquor)

Notes/Consideration: _____

_____ Number of Police Officers. To be determined by the Police Department

_____ Number of Police Units . To be determined by the Police Department

To be filled out by the Police Department:

Officer(s) need to

Arrive at: _____ and depart at: _____ Total Hours: _____

There is a three hour minimum on all events

Fees:

\$ _____ Total (\$25.00 per hour per officer)

\$ _____ Total (\$10.00 per hour per unit)

Officers are to be paid the day of the event upon officer's arrival before the event starts. If payment is not received, security will not be provided.

The Biloxi Police Department at (228-702-3145) must be notified a minimum of two (2) business days prior to the function of any changes either in attendance or in the times of the event or if there is a cancellation of the function.

Applicant's Signature: _____ Date: _____.

COB Employee Signature: _____ Date: _____.

BPD Employee Signature: _____ Date: _____.

Security Form-001

Fire Arrangements for City Facilities & Events

Fire Department
170 Porter Avenue
Biloxi, Ms. 39530
228-435-6209

Fire Information Sheet
Parks and Recreation Department

It is mandatory by City of Biloxi Code of Ordinances that Biloxi Fire personnel be present at functions held at City facilities. It is the responsibility of the Fire Department to assign the necessary Fire personnel based on the function. Fireguards are required one hour before the doors open or starting time of event whichever is first until closing time. The Fire Guard cost will be paid directly to the personnel who were assigned to the function at the end of the event. The City of Biloxi Parks and Recreation Department is not responsible for resolving differences concerning payment to Fire Personnel. The Recreation Office will fax this form to the Fire Department, Debbie Fax# (228) 436-7151 and Mark Dronet Fax # (228) 436-7152. The Fire Department will get with you concerning signing of the security sheet. If you have any questions pertaining to the assignment you may call them at 228-435-6209 once you receive the final paper work from them.

I hereby understand my responsibility regarding the above Fire Guard arrangements and cost. I am aware if I should not make payments to the Fire Guard at the end of the event, the amount will be deducted from my damage deposit. If you should cancel your event with the Parks and Recreation Department, you must call the Biloxi Fire Departments Fire Prevention Bureau to cancel or you will be billed if Fire Guards show up to a cancelled event. It is not the responsibility of the Parks and Recreation Department to cancel Fire Guard arrangements.

Signing below means you are aware that you (will not be allowed in the facility on the date booked) if Fire Guard arrangements are not made. A copy of arrangements must be on file with the Recreation Department and Fire Department. It is not the responsibility of the Parks and Recreation Department to arrange Fire Guard. **If scheduled rehearsal(s) have more than 50 people in attendance then Fire personnel will be required and you will pay for service. If policies change in this department it will implemented by their division and you will be responsible to follow the policy at any point in the contract.**

(Fire \$15.00 per hour/per person assigned (4 hour minimum))

Print Name/Date

Signature

Site

Date of Event

Phone Number

E-Mail Address

Type Function

Number of people attending

TECHNICAL INFORMATION SHEET

All information will need to be discussed with the technician which is used by the lessee. The following are the names of the two technicians which may be called:

Jack Eleuterius Cell (228) 348-0560

Bob Montgomery Cell (228) 424-3219/Home (228) 875-7436

There will be a **\$50.00 cancellation fee**, which will be paid to the Technical Director at the time of load in. This deposit will be held by the Technical Director until he has completed all load-in requirements. If the lessee cancels their event, this cancellation fee will then convert to a non-refundable fee. **(NO EXCEPTIONS)**

Jell	\$1.00 to \$6.00	Replacement
Fog Machine	\$50.00	Per Event
Hayes Machine	\$50.00	Per Event
Body Pack	\$20.00	Per Event
Black Scrim	\$100.00	Per Event
Lighting Design	\$100.00	

Technical Director	\$20.00 per hour (4hr. minimum)	Mandatory
Stage Hand	\$20.00 per hour (4hr. minimum)	Mandatory
Sound Technician	\$18.00 per hour (4hr. minimum)	
Follow spot Operator	\$18.00 per hour (4hr. minimum)	

ALL FINAL DECISIONS WILL BE MADE BY THE TECHNICAL DIRECTORS, WHICH WORK AT THE SAENGER THEATRE. Any and all equipment used by lessee will be the responsibility of the lessee and anyone affiliated with their organization to repair or replace equipment which is damaged or broken. We will go by case by case bases and will introduce to the lessee a bill to which he/she/they will then reimburse the City of Biloxi. The City of Biloxi is not responsible for broken/downed equipment. We will try to ensure that the equipment is available for rent/usage at all times, but for unforeseen reasons, if equipment is not available to the lessee, it is the lessee responsibility to ensure they bring or rent said equipment from an outside individual/business at a cost to themselves.

STAGE MEASUREMENTS:

Proscenium Arch = 36' 4' width
Back curtain to front of Apron = 39' deep
Movie screen to front of Apron = 18' deep
Back curtain to front of stage = 25'

Stage Measurements: 253 inches long/192 inches high 16 ft wide/21 ft high.

DESCRIPTION OF SERVICE PERFORMED BY THE TECHNICAL DIRECTOR(S)

1. Establish and publish operating safety standards for technical personnel working at the theater.
2. Insure that only properly qualified personnel operate the theatre's equipment.
3. Coordinate with the City and assign/arrange for technical personnel services for all productions in the theater.
4. Approve all user organization technical personnel who desire to use the theater's technical equipment.

IF YOU ARE ASKED TO PAY ANYTHING OVER AND ABOVE WHAT IS LISTED IN THIS PERMIT YOU MUST GET WITH TINA COWART, RESERVATIONIST PRIOR TO MAKING SAID PAYMENT. I WILL THEN INSTRUCT YOU AS TO WHAT WILL NEED TO BE DONE.

If you are interested in someone selling your tickets at the Saenger in advance of the show you may do so if the date(s) are available at \$25.00 per hour not to exceed 8 hours.

We do not provide an employee to do this service so you will have to hire someone outside to sell for you or your company.

If you are interested in getting Ticket Master involved in helping with the sale of your tickets, it is your responsibility to call them and make arrangements for this.

Signature

Date

The Recreation Department will enforce our policies and procedures within our permit for use of the facilities.

You will be given one curiosity call in reference to deadlines approaching. If you do not have the money(s) paid on or before the dead line we will be forced to cancel your event and the City of Biloxi will not be responsible for or liable for any loss revenue which you may incur from this cancelation. To include any pain or suffering which may occur do to non-compliance by you or members representing you.

Each person renting our facility is given a copy of the permit which they have signed and dated. Each person or persons is also given an opportunity to read the contract, if appointment was made to sign in my office. If contract was e-mailed or faxed you are also told should you have any questions or concerns call and I would walk through the permit with you.

You are responsible in making sure that you keep the copy given to you by our office and making any special notes to insure that you comply with the policies. We are not responsible for calls which are not received by us. If the phone number in which you originally gave to us is no longer in use or we are unable to leave a voice mail it is not our responsibility, an attempt was made and will be noted. We look forward to you using our facilities but please keep in mind we take these date(s) off our books once you have made a commitment to use the facility. Sometimes that means days, months or longer. We are not responsible for lost or stolen mail.

If the City of Biloxi has to cancel you from our facilities all deposits paid will be forfeited for that reason. All other cancelations within the permit will also be enforced and does apply.

Signature

Date

City Representative

Date