



Woolmarket City Center – Rates and Rules

13034 Kayleigh Cove Dr., Biloxi, MS 39532

Booking Agent: Brooke Everett

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www.biloxi.ms.us

RENTAL FEES:

<u>BASE RATE</u>	
Deposit:	\$250.00
Rental Fee	\$200.00
Cleanup Fee	\$200.00

*The cleanup fee is optional. If permittee plans to clean, then no cleanup fee is required. If permittee requests the Parks & Recreation Department cleanup, the cleanup fee must be paid at the time the rental fee is paid.

****In case of emergency and/or issues accessing the building please contact the following:***

Sherry Bell – 228-297-2132

Tommy Searight – 228-297-9275 Dispatch

Dispatch - 228-392-0641 or 228-392-5052

POLICIES:

1. The City of Biloxi Woolmarket City Center is owned and operated by the City of Biloxi and administered by the Department of Parks & Recreation. All groups wishing to book the facility are considered on a first come, first serve basis.
2. Only adults 21 years of age and older may reserve the Woolmarket City Center.
3. Center Hours: Monday through Friday: 6 a.m. until 8 p.m. Saturday: 8 a.m. until noon Center is closed on Sunday.
4. **Occupancy Load Main Floor is 329 people with chairs provided and use by occupants do not hamper access to exit doors and egress from exit doors.**
5. **Occupancy Load with tables and chairs provided is 161 people. The number of tables and chairs which are provided is: 160 chairs and 20 tables.**

7. Use of the kitchen is included in the rental price, which includes a refrigerator and a microwave.
8. No propane or butane canisters are allowed in the building, of any kind. If cooking outside the building you must be at least 10 feet away from the building or you will be asked to stop cooking. If so, it is to be at least 10 feet out from the building into the parking lot area. You are responsible for any damage and/or cleanup involved to the grounds.
9. Any special requests must be submitted in writing and approved by the Parks & Recreation Department prior to the beginning of **permittee's** event.
10. All functions must be concluded on the premises no later than midnight (12 a.m.).
11. Should you decide to clean the facility yourself, cleaning responsibilities include, but are not limited to, the following: picking up litter; bagging litter and placing bagged litter in the outside garbage area; wiping down all tables and chairs used; place tables and chairs back in their original location; clean kitchen if used; sweep and mop entire facility areas used; clean all bathroom facilities; pick up trash and clean front entrance area. Failure to clean the area may result in forfeiture of the deposit and/or the denial of any future use of this facility by the above- listed individual(s) or group.
12. The employee on duty must approve decorating plans and materials. Nails shall not be used to attach decorations. Only masking tape and blue **painter's** tape is approved for taping. Clear fishing line may be used to attach decorations to railings. Tape shall not be used on any floor or glass surface in the facility. Decorations shall not be attached to ceiling tiles or grid below upstairs railing. All decorations and any materials used to affix decorations to rails or tables must be completely removed by permit group following use of facility. Confetti and glitter are not allowed without specific permission from the Booking Manager. Can glitter spray and silly string are not allowed in the facility or on the grounds. Smoke and/or fog machines are not allowed in the facility.
13. No person(s) or group(s) renting the Woolmarket City Center will be permitted to sell alcoholic beverages in the building or on the premises without written consent from the City of Biloxi Parks & Recreation Department. Requests must be presented in writing and will be considered on an individual basis.
14. Social, fraternal, charitable or City sponsored groups using the facility, with the authorization of the Director of the Department of Parks & Recreation, are permitted to bring alcoholic beverages for personal consumption, provided they do not sell to others and, further provided that the function is not intended for minors.
15. There will be no drinking allowed on the dance floor at any time. Kegs of beer are not permitted upstairs. Food and beverages served upstairs must remain in the rooms designated for that purpose.
16. Glass bottle beer/wine coolers are not permitted in the facility. Styrofoam coolers are not permitted in the facility. Six/eight foot coolers are not allowed in the facility.
17. Drinking alcoholic beverages during rehearsals is not permitted unless security is assigned to the rehearsal.
18. Set-ups are provided and sold by the Concessionaire contracted by individual renting said facility. The ice which is provided by the City may be used by the person(s) renting the facility. Ice cannot be sold for profit.
19. Alcohol is not allowed to remain in the facility once the function has ended. It must be removed.

The booking manager must be contacted for availability and full contractual details. Facility rental contracts are not listed on the city's website, only information. Any contracts and/or deposits mailed in without first contacting the booking manager will not be considered.