



Old Brick House - Rates and Rules

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The Old Brick House, also known as the Biloxi Garden Center, was built around 1850 as a modest family home by John Henley, a former sheriff and mayor of Biloxi overlooking Back Bay. The home was added to the National Register of Historic Places in 1973, and was designated a Mississippi Landmark in 1987. Although heavily damaged by Hurricane Katrina in 2005, the house and property were restored and re-dedicated in 2011 and are now available for private events of up to 99 people.

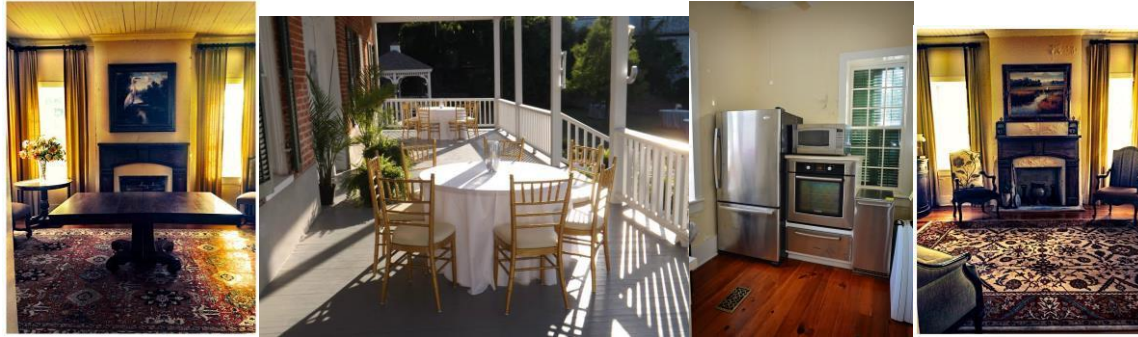


RENTAL FEES

1. A damage deposit of \$250.00 is required at time of reservation. This fee is SEPARATE from rental, due in full at the time of reservation.
2. Final Payment/Rental fees are due in full 14 days prior to function.
3. The rental and miscellaneous fee schedule is as follows:

Venue	Damage Deposit	Rental Cost	Notes
Old Brick House	\$250.00	\$300.00	Full Day Rental
<i>Miscellaneous Fees:</i>			
<i>Police</i>	<i>\$35.00 an hour/per an officer</i>		
<i>Fire</i>	<i>\$35.00 an hour/per an officer</i>		

4. Rental includes the use of onsite kitchen appliances, including the refrigerator, freezer, microwave, convection oven, small-capacity ice maker, and sink.
5. Events must be booked a minimum of 30 business days in advance and are subject to police, fire, and staff availability.
6. Client must provide linens for any tables used, décor, entertainment, audiovisual, event/service staff, food, and beverage.



Biloxi Old Brick House Event Rules

- 1) *The facility is first and foremost a historical property.*
- 2) *The Old Brick House is a nonsmoking facility; this includes, but is not limited to E-cigarettes and other tobacco products.*
- 3) *Alcoholic Beverage Service is limited to four hours, events may last longer.*
- 4) *Events are limited to 99 guests.*
 - a. *Permission from the facility manager must be obtained if guest count is greater than 99.*
- 5) *Current event furniture inventory is offered for use, but not guaranteed:*
 - a. *Four: 4 foot round tables, 14 gold chiavari chairs*
 - i. *Any other tables, chairs, or event equipment must be supplied by the client*
 - ii. *Delivery and pick up must be arranged during the time of rental and client must be onsite to accept and oversee any deliveries, or pickups.*
- 6) *The following items are not permitted on City of Biloxi Property: **SPARKLRS, decals/stickers, propane heaters, sparklers, bird seed, confetti, confetti (confetti cans/guns/shooters/streamers or streamer cannons/guns, glitter, gum, rice, dark colored flower petals, or bio-degradable rice.** Use of the before-mentioned items will result in deposit charges, and possible city fines.*
- 7) *Oil candles are not permitted on property, all candles must be in an enclosed vase/candle holder that allows a minimum of TWO inches from the top of the flame to the top of the vase/candle holder. All other candles will be extinguished by city event staff or the onsite fireguard.*
- 8) *Open flames and cooking stations are not permitted at any food stations or inside the home (Sternos are permitted). Any fabric used must be flame retardant and the fireguard on duty may ask to see proof of material safety. Burlap material is not allowed near open flames.*
- 9) *Load in/kitchen access is only available for the time scheduled the day of the event. Kitchen is for finishing and warming only.*
- 10) *It is the renters' responsibility to make sure that all documents and payments are completed and submitted on time. Any delay in paperwork/contracts/documents and/or payment is subject to event cancellation and considered a forfeiture of deposit.*

Museum Rules

RENTER RESPONSIBILITIES

1. *The Renter must be present during the function or designate a person in charge*
2. *Permits for groups composed of minors will only be issued to adults (parents, guardians or teachers) who accept responsibility for supervising them throughout the function. Event staff will not serve as chaperones.*
3. *Children attending functions must be accompanied by an adult. The Renter is responsible for children at all times.*
4. *Renter is solely responsible and answerable for all damages, and any all accidents or injuries to persons or property. If the museum is left in good condition with no damages the deposit will be refunded within eight to twelve weeks after the function. Any damages will be deducted from the deposit. If the damages exceed the deposit, the Renter will be billed for additional expenses. In addition to creating a legal obligation to pay the additional expenses, failure to pay these damages will jeopardize the Renter's ability to rent from the City of Biloxi in the future.*

HOUSE MANAGER

1. *A House Manager will supervise the museum during the function. The House Manager has the authority to enforce the rental policy.*
2. *The House Manager has the authority to close any function that, in the House Manager's opinion, will cause damage to the museum or endanger guests.*
3. *Control of lights, thermostats and other equipment and locking and unlocking doors is the responsibility of the House Manager.*

HOURS

1. *The museums are open to the public from 1 a.m. until 4 p.m. Monday thru Saturday.*
2. *No one is to arrive prior to the scheduled time arranged with the House Manager.*
3. *The function shall end at the time specified. All activities, including clean up shall conclude by 11 p.m. A penalty of \$50 will be assessed for each hour or part of hour for activities continuing past 11:00 p.m.*

CLEAN UP

1. *Museums and grounds must be left in the condition they were found. The House Manager will review clean up procedures with Renter prior to function. The House manager will review clean up following function and apprise Renter of any deficiencies that will result in the withholding of damage deposit.*
2. *If the Renter does not wish to be responsible for clean up, the City of Biloxi will arrange for a cleaning service to come after the function at the Renter's expense.*
3. *Tables and chairs may be available for use without charge. Renter is solely responsible for setting up tables and chairs and returning them to storage. Additional chairs are the responsibility of Renter.*
4. *Available tables and chairs: 4: 4 foot round tables, 14 gold chivari chairs*

CLEAN UP PROCEDURE

1. *Wipe all tables & chairs that were used & return to storage.*
2. *Sweep & mop buildings.*
3. *Clean kitchen.*
4. *Clean restroom facilities.*
5. *Pick up litter on grounds, sweep walkways if necessary.*
6. *Dispose of all trash in outside dumpster.*

FOOD AND DRINK

1. *Food and drink are allowed in Old Brick House, but the Renter is responsible for any damage caused to furniture, equipment or exhibits.*
2. *Renter shall discuss any plans to serve food in Old Brick House with House Manager prior to function. All decisions regarding food and drink shall be made by the City of Biloxi.*
3. *Fees include the privilege of using available kitchen facilities, including Old Brick House-sink, refrigerator, ice maker, convection oven, and warming drawer*
4. *Bars are not allowed in museums. Bars may be set up on porches. Glass containers of any kind must be kept in kitchen or behind the bar.*

HOUSE RULES

1. *Smoking is not permitted in buildings.*
2. *Horseshoes or games damaging to lawns are not permitted.*
3. *Gambling in any form is prohibited.*
4. *Occupancy load: **99 in building** **53 on porch***
5. *It is the responsibility of the Renter to comply with the occupancy load. If the Renter does not comply with the occupancy load policy, the function will be shut down by security and the possibility of renting other City of Biloxi facilities will be jeopardized.*
6. *Function with over 100 guests may require additional restroom facilities at the Renter's expense.*

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.