



Town Green – Rates and Rules
710 Beach Blvd, Biloxi, MS 39530

Booking Agent: Cheryl "Sherry" Bell
Phone: (228) 388-2443
Email: cbell@biloxi.ms.us
www.biloxi.ms.us

RENTAL FEES:

PRIVATE EVENTS

Deposit:	\$250.00
Rental Fee	\$250.00

PUBLIC/SPECIAL EVENTS

Deposit:	\$750.00
Rental Fee:	\$750.00

*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.

*Additional fees may apply.

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

Tommy Seawright – 228-297-9275
Dispatch – 228-392-0641 or 228-392-5052

POLICIES:

1. The City of Biloxi Town Green 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. Permissions to use the Town Green does not include the closing of the Town Green or the Katrina Memorial to the general public.
3. The "shoo fly" area is off limits.
4. Table and chairs are NOT provided at this facility. Arrangements for the rental of these items are the responsibility of the permittee. However, the City does rent its

- stage, tents, bleachers and a portable electrical panel, if available. Call the Parks & Recreation Department to inquire about rental fees for these items.
5. Should you need restroom facilities, said facilities must be provided by you. No port-o-lets or other restroom facilities are available at the Town Green.
 6. When hosting a festival on the Town Green, it is mandatory that the permittee provide a dumpster.
 7. The selling or consumption of alcoholic beverages on the Town Green is NOT PERMITTED without written consent from the City of Biloxi Parks & Recreation Department. Requests must be presented in writing and will be considered on a case by case basis.
 8. NO GLASS BOTTLES OR OTHER GLASS CONTAINERS are allowed on the Town Green area without the approval of the Parks & Recreation Department.
 9. The permittee is responsible for cleaning the grounds following his/her activity. Cleaning responsibilities include, but are not limited to, the following: picking up litter; bagging litter and disposing of property off of the grounds; removing cigarette butts and trash from Katrina Memorial grounds; and cleaning parking bays of debris and litter. 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.
 10. All functions must be concluded on the premises no later than midnight (12 a.m.). Further, any and all items used for the event must be removed from the premises on or before midnight (12 a.m.).
 11. The nailing or screwing, tying, placing of anything into the deck or "shoo-fly" structures, including trees on the grounds of the Town Green, is NOT allowed. Any deviation from this policy must be approved in writing by the Parks & Recreation Department.
 12. Under no circumstances is the permittee allowed to manipulate the valve boxes or sprinkler heads. ALL BOXES WILL BE PAINTED ORANGE WITH A YELLOW COVER.
 13. Any broken valve boxes or sprinklers will be deducted from permittee's deposit.
 14. Any special requests must be submitted in writing and approved by the Parks & Recreation Department prior to the beginning of permittee's event.
 15. No vehicles are allowed on the grounds.

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.