

Grand Magnolia Ballroom Rules and Regulations

Initial Below

1. Reservations are confirmed when deposit and signed contract is received. Ballroom Rules and Regulations must be understood and signed 30 days prior to the event. Failure to comply will result in forfeiture of security deposit. _____
2. Ballroom will be open and ready for setup and decorating at 8:00 am on the day of the event. Decorating the day before event is permissible only if both days have been rented. Event and cleaning must be completed by 12:00 midnight on the date of the event. This includes kitchen, ballroom and courtyard. _____
3. Tables and chairs will be located in the ballroom for your setup provided information regarding tables and chairs has been submitted prior to day of event. Renter is responsible for table and chair placement and setup if not organized beforehand with GM Manager. _____
4. Tablecloths and/or chair covers are available for rent from the Grand Magnolia. If you are interested in either of these services, please contact GM Manager. Rental must be made prior to the date of event. Payment for these services will be included on invoice. Tablecloths are not available for rent on the date of event. Tablecloths will be placed on tables by renter if not organized beforehand with GM Manager. _____
5. Hostility, profanity, or improper behavior toward staff will result in event being cancelled. NO EXCEPTIONS. This includes but not limited to renter, your guest and hired personnel. _____
6. For the safety of all, Caterers must be certified by the MS State Board of Health. If caterer is located in another state, a certification from their state will be permissible. Certification should be submitted upon booking with the Grand Magnolia. Caterer can contact the office directly to insure the proper documents are submitted. Failure to comply with this requirement will result in event being cancelled. _____
7. Kitchen should be left clean. Renter and their caterer are responsible for all ballroom cleaning. All trash must be bagged and place in the dumpster provided on site. Kitchen floor is to be swept and mopped; broom and mop provided. The refrigerator must be left empty. Tables are to be left clean. Laundry room is for Grand Magnolia staff use only. No exceptions. _____
8. Guests are not allowed to bring ice coolers into the ballroom. Only caterers are permitted to bring in ice coolers. All coolers must have proper plugs. Any event wishing to serve alcoholic beverages including but not limited to wine, beer, champagne and liquor must indicate this upon making reservations. All alcohol must be served and controlled by a certified bartender. When alcohol is being served on site we require one security personnel per every 50 people. (i.e. An event with 200 guests will require 4 security personnel to be on site until the last person has left the facility.) _____
9. Decorators, photographers, bands, disc jockeys, lighting technicians, sound technicians, florists and bakers should have a current business license. Failure to comply could result in city citations. _____

10. Dripless candles are permitted. All tea lights must be in proper containers. We recommend LED candles for long events. Confetti, sand, and glitter are NOT permitted. Fireworks of any kind are not permitted in the ballroom. Failure to comply with this regulation will result in deposit being forfeited and possible city citations. _____
11. Emergency exit doors must not be blocked and the doors must be closed during event. Doors may be propped open for delivery or pickup of equipment but should be closed during event. _____
12. Absolutely NO FIREWORKS OR CONFETTI permitted on the property. This includes but not limited to: Ballroom, courtyard, patios, walkways, porches, front yard, side yard, back yard and parking areas. Any violation will result in immediate eviction, forfeiture of deposit and police will be notified of firework use. Please notice this is on this document twice because of its importance. _____
13. A special outdoor area is available for events requiring canopy/tent accommodations. An additional fee will be charged for the rental and maintenance of our outdoor area. Limited power is available. Please specify upon booking if a canopy/tent is going to be used. Renter is responsible for the arrangement and payment of the canopy/tent. Renter is responsible for the arrangement and payment for any chairs, tables, etc. needed for the outdoor event. Renter is responsible for any damage resulting from said rentals. _____
14. Smoking will only be permitted in designated areas. Ash trays will be provided in these areas. _____

The above Rules and Regulations have been established to insure the safety and enjoyment of your event and to maintain the integrity of the Grand Magnolia Ballroom and Suites.

If any above rules and regulations are violated the \$350.00 security deposit will not be refunded.

Sign below if you have read and understand the Ballroom Rules and Regulations. Also, if you understand that failure to comply with these Ballroom Rules and Regulations will result in immediate eviction, forfeiture of deposit, and/or city citations.

X

Date: _____



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