

Event Room Information:



Interior dividable conference room with seating capacity for up to 70 people for meetings and conference engagements.

General Rules:

- The Center is tobacco free. Smoking is not allowed in any areas of the property. The use of smokeless tobacco products is also prohibited.
- Possession and consumption of any and all drugs – including alcohol – is strictly prohibited.
- No pets or other animals are allowed in the Center with the exception of service animals. As described in the Americans with Disabilities Act (ADA) these are animals that are individually trained to perform tasks such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks.
- Guests will at all times wear appropriate attire and must have on footwear.
- Media equipment is to be furnished and operated by the user of the facility.
- Any damaged, broken or removed property of the Center is the responsibility of the user and shall be paid for or replaced. The Center assumes no responsibility for personal or group property brought into the building by those using its facility.
- All security arrangements are the responsibility of the user and must be approved by the Director of the Center.
- All groups with children, (anyone under 18 years of age), must be supervised at all times with the appropriate ratio to child/adult.

Caterer's Regulations:

- All food, dishes, and utensils are not provided by the Center.
- Dishes must be prepared before the event and ready to serve.
- Food and beverages associated with any event must be approved.
- Red punch may NOT be used for refreshment. Light colored punches are allowed
- Chocolate fountains are NOT allowed unless approved by the Director of the Center prior to an event.
- The Center WILL NOT be responsible for furnishing supplies (butter, salt, cups, stirrers, etc.) when refreshments are served by a caterer.
- A period of 2 hours is allowed before said time for both catering/decorating purposes.

Decorating Regulations:

- No nails or tape of any kind will be placed on the walls of the Center.
- Plastic must be placed under live decorative plants.
- All decorations must be approved. No confetti, tinsel, glitter or smoke machines allowed.
- No open flames of any kind are permitted in the Visitor-Education Center with the exception of canned heat used for heating chafing dishes and buffet pans.
- All litter is to be placed in proper receptacles.
- A period of 2 hours is allowed before said time for both catering/decorating purposes.

Clean-up:

- All garbage will be bagged and deposited in the trash container.
- Exactly 1 hour is allowed after the event for clean-up.

Equipment:

- Internet access.
- LCD projector and screen.
- Conference tables with chairs (flexible layout).

Rental rates:**8am-5pm**

	<u>Without Food</u>	<u>With Food</u>
2 hours or less	\$ 25.00	\$ 50.00
1/2 Day	\$ 50.00	\$100.00
Full Day	\$200.00	\$300.00

After 5 pm

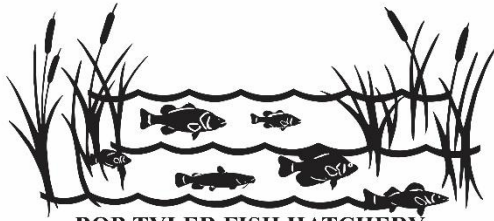
	<u>Without Food</u>	<u>With Food</u>
2 hours or less	\$ 50.00	\$ 90.00
Reception/Party		\$300.00

Payment Policy:

- Deposit payment of 50% upon scheduling & remaining 50% due on the first day of the rental.
- Cancellation policy regarding deposit – Full refund (100%) given before one hundred and eighty (180) days of booked date. Fifty percent (50%) refund given within one hundred and seventy nine to fourteen (179-14) days before event. No refund given if cancellation occurs fourteen (14) days before booked event.
- One person must be designated the contact person for the event to work with the Director of the Center during the event.

Contact info:

Please contact the Bob Tyler Fish Hatchery Visitor Education Center at 662-563-8068, P.O. Box 100, 457 CR 36, Enid, MS 28927, or Emily-Jo.Wiggins@wfp.ms.gov.



BOB TYLER FISH HATCHERY
Visitor Education Center

Bob Tyler Fish Hatchery
Visitor Education Center Event Room
Rental Agreement

Date of event: _____

Time: _____

Type of Event: _____

Name of Renter: _____

Address: _____

Phone _____ Email _____

Deposit Required: _____ Yes _____ No Fee: _____

I understand the above rules and regulations on use of the Bob Tyler Fish Hatchery Visitor-Education Center and agree to all procedures.

Signature _____ Date _____