

**CITY OF MOUNT VERNON
435 S RAILROAD AVE
PO BOX 237
912-583-2323**

BIRTHDAY HOUSE AGREEMENT

The City of Mount Vernon is responsible for the upkeep of the Mount Vernon Birthday House, located at 511 College Street. We try to provide the customers with a clean and safe environment. The Birthday House will **NOT** be rented for personal profit but for community activities for organizations, family reunions, community parties (with exceptions), weddings, receptions, and anniversaries.

The rental of the Birthday House is **\$200.00**. Of that, **\$100.00** must be paid when the date is reserved, the remaining **\$100.00** is required when the key is picked up or can be paid any time before. The hours for the use of the Birthday House are Sunday – Saturday 10:00 am until 12:00 (midnight). You can only enter the Birthday House on the date of the rental Beginning at 10:00am. Keys are to be returned to City Hall within **one (1) business day** from the event; there is a drop box at City Hall that the key can go in. City Hall must be notified **10 days in advance** of any cancellation to receive a full refund. Once the key is picked up **you are responsible** for the Birthday House for the day(s) you have it rented.

All food and decorations must be removed, lights and air off, and door locked by midnight. All tables/chairs must be wiped off, folded, and put against the wall. All decorations that are attached to the walls/ceiling must be attached with tape or sticky adhesive – **NO** staples, nails, tacks, or and “hole” producing object. **NO** “live” candles on any surface in the building without proper protection under it. Floors must be left clean in ALL areas of the Birthday House. The fireplace must be cleaned out. All trash must be picked up, both inside and outside the building, placed in proper bags and in the outside cans. **You will be held responsible for any damage to the facility and grounds.** An outside cleaning personnel will be in to fully clean the Birthday House; however, all decorations must be removed, all trash must be placed in the outside cans, and tables/chairs must be wiped down and put back against the wall. Any problems that are reported by the outside cleaning personnel will result in additional fees that you will be responsible for.

If the Birthday House is **NOT** cleaned properly from a previous event the police **MUST** be notified **BEFORE** your event to document otherwise you will become responsible for any problems that have occurred.

This contract is made between the City of Mount Vernon and

NAME	PHONE NUMBER(S)
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MAILING ADDRESS	CITY	ZIP
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Type of Event & Date/Time of Event

PAID: _____ / _____ **KEY NUMBER:** _____

PAYMENT DATE: _____ / _____ **KEY RETURN:** _____

**I/WE HAVE READ AND UNDERSTAND THE RULES AND REGULATION OF THE BIRTHDAY HOUSE
AND AGREE TO ABIDE BY THE RULES SET FORTH BY THE CITY OF MOUNT VERNON.**

(SIGNATURE)

(DATE)