



SPECIAL EVENT APPLICATION FOR PINECOTE PAVILION

The Crosby Arboretum, Mississippi State University Extension's award-winning Pinecote Pavilion is a unique facility that is available for gatherings by individual groups or organizations. Please note: The Pinecote Pavilion has been designated a Mississippi Landmark by the Mississippi Department of Archives and History. ***Absolutely NO nailing or stapling is to be done to the pavilion while decorating for the event.***

* **Rental Agreement for Non Profit Organization** *

Reservations must be made at least one month prior to the scheduled event and will be taken in the order received. No reservations will be made without a completed application and deposit.

RATE: \$550 (5pm to 9pm)
Recommended maximum standing capacity is 150 persons.

DEPOSIT: a **non-refundable** security deposit of **\$100** is due at the time of the reservation application with the **remainder** of the rental fee due one week **PRIOR** to the event.

- Visitors are required to use the pedestrian walk ways/paths and keep all motorized vehicles in designated areas.
- *FEE covers rental of the pavilion and 2 rest rooms – All offices are CLOSED
- *Arboretum trails are CLOSED during weddings or events after 5pm-(RENTAL IS FOR THE PAVILION ONLY)
- Swimming, wading and fishing are NOT permitted.
- Pearl River County is a dry county. **NO ALCOHOL OR DRUGS PERMITTED ON SITE.**
- Smoking is permitted in designated areas only.
- Pavilion rental party is responsible for the setting up and breakdown of the event (such as moving of benches, chairs and decorations.)

CROSBY ARBORETUM PROPERTY MUST BE VACATED BY 9 P.M. (Please allow time for break-down and clean-up)

Type of event: Meeting Workshop Reunion Other: _____

Date of event: _____ Time: _____ Email: _____

Event sponsors name _____

Address _____

Phone# _____

Will there be a rehearsal? _____ Date _____ Time _____

Deliveries or special props to be delivered _____

Date: _____ Time: _____

Deposit of \$100 received on _____ Remainder of FEE due _____

Event Sponsor's signature _____ Date _____

Staff member's signature _____ Date _____