



The Crosby Arboretum

A regional arboretum representing the native flora of the Pearl River drainage basin in Mississippi and Louisiana

370 Ridge Road
P.O. Box 1639
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APPLICATION FOR PINECOTE PAVILION RENTAL

The Pinecote Pavilion at Crosby Arboretum, Mississippi State University, is a unique facility that is available for gatherings by individual groups or organizations. Designed by the American Institute of Architects Gold Medal winner E. Fay Jones of Fayetteville, Arkansas, the Pavilion has been designated a Mississippi Landmark by the Mississippi Department of Archives and History. ***Absolutely NO nailing, stapling, or any other methods that would cause damage are permitted when decorating for the event.***

Rental Agreement

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: \$750 (5:00 PM to 9:00 PM). For weddings, a one hour rehearsal may be held on a prearranged day (Wed.-Sat. 9:00 AM to 5:00 PM), at no additional charge.

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.**

- The rental party is solely responsible for setting up and breaking down the event (tables, chairs, etc.).
- During the event, the Arboretum trail system is closed to pedestrians, except trails accessing the Pavilion.
- Visitors are required to keep all motorized vehicles in designated areas.
- Do not block drives. Emergency access to the Pavilion must be maintained at all times during the event.
- No night lighting is located along drives or parking areas; Renter may wish to provide flashlights, etc.
- Swimming, wading and fishing in water bodies is NOT permitted.
- Pearl River County is a dry county. **NO ALCOHOL IS PERMITTED ON SITE.**
- Smoking is not permitted on the Pavilion or on the Arboretum property.
- In case of inclement weather (rain/wind) damage may occur to decorations, etc.

Renter accepts that the Arboretum is an outdoor venue and is subject to conditions that can include standing water, wet or muddy trails, biting insects, and so forth. Renter expressly acknowledges that Mississippi State has no control over the weather. Any fees paid to the University are non-refundable for any reason, including inclement weather. However, if Renter determines that the event should be canceled due to inclement weather, the Crosby Arboretum will work with Renter to re-schedule the event on a date agreed upon by both parties.

THE CROSBY ARBORETUM PROPERTY MUST BE VACATED BY 10:00 PM

Please allow time for breakdown and clean-up. Thank you!

Type of event: Wedding Meeting Workshop Reunion Other:_____

Date of event:_____ Time:_____

Name or organization:_____

Address:_____

Phone: _____ Email: _____

Will there be a rehearsal? _____ Date _____ Time _____

Items (chairs, tables, props, etc. to be delivered:_____

_____ Date:_____

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

Approved by: _____
Staff member's signature

Date

Indemnification and Hold Harmless Agreement

In return for being permitted to use University facility or facilities, we agree to indemnify, defend, save, and hold harmless, protect, and exonerate the State of Mississippi, and the Board of Trustees of State Institutions of Higher Learning, Mississippi State University, and each of their officers, agents, employees, and representatives, both in their official and in their individual capacities, from and against all claims, demands, liabilities, suits, actions, damages, losses and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees, expenses, and attorneys' fees, arising out of or related to the use of the facility or facilities.

Name of Person/Organization Requesting to Use Facility:

Renter's Name: _____
Print Name

Signature: _____
Date