

Option 1 -- higher permit application fee; may have event anywhere on grounds

**MADISON COUNTY BOARD OF SUPERVISORS
MADISON COUNTY, MISSISSIPPI**

Reservation Application for use of the Historic Courthouse Grounds

Today's Date: _____

Contact Persons Name: _____

Contact Persons Phone Number: _____

Contact Persons Address: _____

Briefly Describe Program/ Event:

Facility/ Applicable Fees (Please Circle): Courthouse Grounds (\$100.00) Courthouse Gazebo (\$25.00)

Date(s) _____ of _____ Reservation:

Time of Event: Beginning _____ Ending _____

PERMIT APPLICATION:

1. Permit Applications must be completed and delivered to the Administration Office on the 2nd floor of the Administration Building located at 125 West North Street, Canton, MS. Applicant may call (601) 855-5500 for information or questions any weekday from 8AM-5PM. Reservations can be submitted one (1) year in advance. (____)
2. Applicant must be twenty-one (21) or older to submit a permit application. (____)
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (____)
4. A fee of \$100.00 shall be paid in full when submitting the Permit Application for the Courthouse Grounds and a fee of \$25.00 for the Courthouse Gazebo. Checks or Money Orders shall be made out to the *Madison County Board of Supervisors*. (____)
5. The Applicant and all participating members will hold the Madison County Board of Supervisors and its employees harmless in the event of an injury. (____)
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (____)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (____)
8. Refunds will be granted in the event of a cancellation or rain out. If desired, a credit and new event date can be requested at (601)855-5500. (____)
9. Applicants shall be a **Not-For-Profit** entity. (____)

RULES AND REGULATIONS:

1. All events can begin at 8:00AM, and shall be completed, cleaned, secured and vacated no later than 10:00PM, unless specifically approved by the Board of Supervisors. (____)
2. Applicant is responsible for any misuse or damage to County Property and is responsible for charges required to make all repairs as deemed necessary by Madison County. (____)
3. At the end of the scheduled event, it is the responsibility of the Applicant to dispose of all debris and trash accumulated during the event and dispose of it legally at an off-site facility. (____)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (____)
5. Alcohol and/or Illicit Drugs are prohibited. (____)
6. Security is **NOT** provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (____)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (____)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. (____)
9. Only service animals are allowed on Courthouse Grounds. (____)

VEHICLES AND PARKING:

1. **NO Vehicles** shall be allowed on the courthouse grounds except for Emergency Vehicles, Madison County/County Vendor Maintenance Vehicles and CMU Maintenance Vehicles. (____)
2. Event parking is available one block north of the Square at the Madison County Circuit Courthouse, 128 West North Street. Please notify the participants prior to the event of parking location availability. (____)
3. In the event vehicle traffic is required, the Applicant shall appear before the Madison County Board of Supervisors at the next scheduled Board Meeting, requesting a Special Exception for the temporary use of vehicles on the Courthouse Grounds. (____)

I hereby agree to the above conditions of this agreement and have tendered the fee of \$_____. (Cash / Check)

Applicant Signature (Responsible Party)

Date

Option 2 – Lower fee; events limited to north side of courthouse

**MADISON COUNTY BOARD OF SUPERVISORS
MADISON COUNTY, MISSISSIPPI**

Reservation Application for use of the Historic Courthouse Grounds

Today's Date:

Contact Persons Name:

Contact Persons Phone Number:

Contact Persons Address:

Briefly Describe Program/ Event:

Facility Fee: \$25.00

Date(s) of Reservation: _____ Time of Event: _____ a.m./p.m. to _____ a.m./p.m.

PERMIT APPLICATION:

1. Events, other than the Annual Events identified herein, may only be held on the North side of the Historic Courthouse Grounds. (_____)

Annual Events: Dr. Martin Luther King Day Celebration; Soil and Water Conservation Annual Tree Give-Away Day; Canton Flea Market; Symphony on the Square; Madison County BBQ Contest; Victorian Christmas Festival; Balloon Fest; Gospel Fest/Fourth of July; Cantonian Club Annual Fish Fry; Relay for Life, Cantonian Ball

2. Permit Applications must be completed and delivered to the Administration Office on the 2nd floor of the Administration Building located at 125 West North Street, Canton, MS. Applicant may call (601) 855-5500 for information or questions any weekday from 8AM-5PM. Reservations can be submitted one (1) year in advance. (_____)
3. Applicant must be twenty-one (21) or older to submit a permit application. (_____)
4. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (_____)
5. A fee of \$25.00 shall be paid in full when submitting the Permit Application for the Courthouse Grounds. Checks or Money Orders shall be made out to the *Madison County Board of Supervisors*. (_____)

6. The Applicant and all participating members will hold the Madison County Board of Supervisors and its employees harmless in the event of an injury. (____)
7. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (____)
8. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (____)
9. Refunds will be granted in the event of a cancellation or rain out. If desired, a credit and new event date can be requested at (601)855-5500. (____)
10. Applicants shall be a **Not-For-Profit** entity. (____)

RULES AND REGULATIONS:

1. All events can begin at 8:00AM, and shall be completed, cleaned, secured and vacated no later than 10:00PM, unless specifically approved by the Board of Supervisors. (____)
2. Applicant is responsible for any misuse or damage to County Property and is responsible for charges required to make all repairs as deemed necessary by Madison County. (____)
3. At the end of the scheduled event, it is the responsibility of the Applicant to dispose of all debris and trash accumulated during the event and dispose of it legally at an off-site facility. (____)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (____)
5. Alcohol and/or Illicit Drugs are prohibited. (____)
6. Security is **NOT** provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (____)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (____)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. (____)
9. Only service animals are allowed on Courthouse Grounds. (____)

VEHICLES AND PARKING:

1. **NO Vehicles** shall be allowed on the courthouse grounds except for Emergency Vehicles, Madison County/County Vendor Maintenance Vehicles and CMU Maintenance Vehicles. (____)
2. Event parking is available one block north of the Square at the Madison County Circuit Courthouse, 128 West North Street. Please notify the participants prior to the event of parking location availability. (____)
3. In the event vehicle traffic is required, the Applicant shall appear before the Madison County Board of Supervisors at the next scheduled Board Meeting, requesting a Special Exception for the temporary use of vehicles on the Courthouse Grounds. (____)

I hereby agree to the above conditions of this agreement and have tendered the fee of \$ 25.00 (Cash/Check)

Applicant Signature (Responsible Party)

Date