

MADISON COUNTY BOARD OF SUPERVISORS  
MADISON COUNTY, MISSISSIPPI

Reservation Application for use of the Historic Courthouse Grounds

Today's Date:

3-14-2019

Contact Persons Name:

Jana Deal - Canton Tourism

Contact Persons Phone Number:

601-859-1307

Contact Persons Address:

147 W. Union Street  
Canton, MS 39046

Briefly Describe Program/ Event:

MS Championship Hot air balloon festival. - Event will be held on the street in front of the tourism office but we would like to put table and chairs on the courthouse grounds for our VIP guest and sponsors

Facility Fee:	Courthouse Grounds -	\$300.00
	North Courthouse Grounds -	\$100.00
	South Courthouse Grounds -	\$200.00

Date(s) of Reservation: July 5 + 6<sup>th</sup> 2019 Time of Event: 10:00 a.m./p.m. to 9:00 a.m./p.m.

**PERMIT APPLICATION:**

1. Permit Applications must be completed and delivered to the Administration Office on the 2<sup>nd</sup> 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. (JP)
2. Applicant must be twenty-one (21) or older to submit a permit application. A copy of an state-issued ID must accompany this application. (JP)
3. Permit Applications shall be submitted to the Administration Office at least thirty (30) days in advance of the scheduled event. (JP)
4. The entire application fee 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*. (JP)
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 or damage or any kind. (JP)
6. All Permit Applications are subject to denial. All events are approved or denied at the discretion of the Madison County Board of Supervisors. (JP)

7. All Permit Applications are on a first come, first serve basis. Applications will not be accepted by phone, fax or e-mail. (JP)
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. (JP)
9. Applicants shall be a Not-For-Profit entity. (JP)

**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. (JP)
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. (JP)
4. Applicant must have copy of an Approved Permit Application on site at the time of the rental. (JP)
5. Alcohol and/or Illicit Drugs are prohibited. (JP)
6. Security is **NOT** provided by the Madison County Board of Supervisors for either the Applicant, Participants or personal property. (JP)
7. Restroom facilities are not available. The Applicant is responsible for securing this service. (JP)
8. No signage, decorations or other materials shall be attached to the fence. Locations for signs are provided by Madison County. (JP)
9. Only service animals are allowed on Courthouse Grounds. (JP)

**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. (JP)
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. (JP)

I hereby agree to the above conditions of this agreement and have tendered the appropriate fee.

Anna Decker  
Applicant Signature (Responsible Party)

4-13-2019  
Date