

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, birthday parties (with exceptions), weddings, receptions, and anniversaries.

The rental of the Birthday House is \$125.00. Of that, \$75.00 must be paid when the date is reserved, the remaining \$50.00 is required when the key is picked up or can be paid when the building is reserved. All tables/chairs must be wiped off, folded and stored in outside shed. All decorations that are attached to the walls and ceiling must be attached with tape or sticky adhesive – **NO** staples, nails, tacks, or and “hole” producing object – **NO** candles on the mantel OR any surface with out proper protection under it and must be removed and discarded before the key returned. Floors must be left clean in ALL areas of the Birthday House. The fireplace must be cleaned out. All trash should be picked up both inside and outside the building and placed in proper bags. **You will be held responsible for any damage to the facility and grounds.**

The hours for the use of the Birthday House are Sunday – Saturday 8:00 am until 12:00 (midnight). You can only enter the Birthday House on the date of the rental from 8:00 am until closing. Keys are to be returned to City Hall within one (1) business days from event. An outside cleaning personnel will be in to fully clean the Birthday House, however, all decorations must be removed, trash must be placed in the outside cans, and tables/chairs must be wiped down. Any problems that is reported by the outside cleaning personnel will result in additional fees that you will be responsible for.

City Hall must be notified 10 days in advance for any cancellation to receive full refund. Once the key is picked up **you are responsible** for the Birthday House for the days you have it rented. If the Birthday House is **NOT** cleaned properly from a previous event, the police **MUST** be notified **BEFORE** your event or 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)**

MAILING ADDRESS **CITY** **ZIP**

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)**

EVENT DATE: _____

TYPE OF EVENT: _____

RENTER'S NAME: _____

MOUNT VERNON BIRTHDAY HOUSE (280) CHECK LIST
POLICE DEPARTMENT

THIS IS A LISTING OF ITEMS THAT NEED TO BE DONE BEFORE THE BIRTHDAY HOUSE IS VACATED AND KEY RETURNED:

KITCHEN: () table wiped, () counters tops wiped, () floor swept and mopped, () stove cleaned, () refrigerator cleaned out, () no candle wax on mantel or window seals.

BATHROOMS: () sink clean, () floor swept, () trash basket emptied, () commode cleaned and flushed, () no candle wax on mantel or window seals.

SOCIAL HALL AREA: () floors swept and mopped, () fireplace cleaned out, () all wall and ceilings cleared of decoration, () no tack, staples, nails, hooks, or any "hole" producing objects, () tables and chairs folded and stored in kitchen area, () trash removed fro social area, () no candle wax on mantel or window seals.

() NO litter left on grounds

() Lights turned off

() Doors Locked

() All trash removed from the premises

() Heat/Air turned off

On _____, _____, the Birthday House was/was not in good order.

This inspection was done by Chief/Officer _____

Comments: