

Harrison County Recreation Complex Facility Rental Rate Schedule 2024

Maximum Building Capacity: 240

FACILITY	4 HOUR BLOCK	8 HOUR BLOCK	SECURITY DEPOSIT
All Lower Rooms (including Kitchen)	\$300.00	\$600.00	\$200.00
All Lower Rooms (excluding Kitchen)	\$250.00	\$500.00	\$100.00
Main Room "A"	\$150.00	\$300.00	\$100.00
Classroom "B"	\$100.00	\$200.00	\$100.00
Classroom "C"	\$100.00	\$200.00	\$100.00
Add Kitchen	+\$200.00	+\$200.00	+\$100.00
Pavilions (Both Included)	-	\$100.00	-
Gazebo	-	\$150.00	-
*Pavilion and Gazebo rental only reserves the structure. The HCPR Complex Park is open to the public and cannot be reserved.			
*Holiday Bookings (when available) will be charged additional fees			
Indoor facility rental/set up will be charged an additional \$50/hour.			
Outdoor facility rental will be double the standard rate			

Security Deposit: Any damages to the facility and cleaning fees will be deducted from your security deposit.
If using the kitchen, it must be left in the same condition as prior use.
Facility inspection checklist must be reviewed and signed before and after rental.

1. Rental cannot be broken into segments.
(All decorating, event use and clean-up must be completed within that time period.)
2. Additional set-up/take down hours (if available) will be billed at a rate of \$50/hour and cannot exceed half the time of rental. Set-up/take down hours in excess of ½ rental time will be charged as an additional block rate.
3. Security deposit and insurance are mandatory.
4. The Harrison County Recreation Complex will not be reserved until the deposit is paid and contract is signed.
5. All fees must be paid in full 30 days prior to the event.
6. For bookings made within 30 days of the event, security deposit and fees are due when contract is signed.

All payments must be made with a personal check, cashier's check, or money order payable to: SHERIFF AND TREASURER OF HARRISON COUNTY

7. 30 tables and 240 chairs are available for use at the complex on a first come first serve basis.
8. If any gambling (i.e. elimination dinners, bingo, 50/50 drawings, etc.) and/or alcohol is involved in an event, there must be a signed addendum to the contract confirming compliance with State and Federal law.
9. These are the only options for facility rentals.

NOTE:

Individuals and/or organizations shall save and hold Harrison County Commission, employees, and agents harmless from any claim of liability. Individuals and/or organizations are required to obtain and maintain Tenant User Liability Insurance in the amount of no less than \$1 Million for use of premises. That certificate of insurance listing the Harrison County Commission as an additional insured must be presented 30 days prior to the rental date. Individuals and/or organizations may obtain this coverage from Gather Guard through "Event Options" on their website at gatherguard.com or through local insurance companies.

**The rates listed above are not guaranteed for any period of time and are subject to change without notice.
Rates will be honored if contract is signed, and the deposit is paid prior to any such change.**

Updated 4/19/24