Wedding Usage Agreement Information:

The Powerhouse was built in 1928 as the ‘Powerhouse’ for the city of Oxford. Its vintage style brick and spacious rooms with tall ceilings provide any couple with the ingredients to create a delightful celebration. Located on University Avenue, it’s the venue that adapts to the vision for your special day. The Powerhouse features two spacious rooms. For smaller events, one room may be reserved for a more intimate gathering or for larger events both rooms could be connected so your guests can mingle freely from room to room.

Dimensions of Rooms:

- Gallery: 40 by 60
- Theatre: 40 by 60
  - There is a stage located in this room that can be used for musicians
    - Stage size: 24 by 20 easily accommodates intimate combo or large dance band
    - Dedicated power for musicians
    - Stage features 1-100AMP Pigtail circuit

Ceiling Height in Each Room: 24 ft

- Have 1 guide wire in each room (a major cable running through the center) for your rental agency to suspend decorations
  - Examples: Suspend a chandelier, Paper lanterns, flowers arrangements etc.

Parking:

- 2 handicapped spaces located in front of the Powerhouse
- 144 space parking lot located adjacent to building

Capacity:

- Gallery: 222 seated (auditorium style) or 406 cocktail reception format
- Theatre: 225 seated (auditorium style) or 440 cocktail reception format
- Total Capacity: 447 seated or 846 standing
- Both rooms allow guests to flow freely and visit among themselves.
Powerhouse Community Arts Center Usage Agreement

The Powerhouse Community Arts Center is a multi-use facility that may be used by arts organizations, civic groups, businesses to enrich the community. The facility is utilized for a diverse range of functions including presenting gallery exhibits of art for the public. Due to the nature of the facility, art on exhibit will not be removed.

This agreement entered into this the (date) ________________, between the Yoknapatawpha Arts Council (YAC), Lessor and the following Lessee:

Please list the contact information for the person who should be contacted regarding event details.

Name________________________________________________________
Address________________________________________________________
City/State/Zip___________________________________________________
Contact________________________________________________________
Phone: Work________________________ Cell__________________________
Email Address___________________________________________________
I. Usage Terms:

The Yoknapatawpha Arts Council, Lessor, agrees to allow the Lessee named above, the usage of the Powerhouse Community Arts Center, as follows:

Type of Event: ________________________________________________________________

Number of attendees expected: ___________

Date of Function: ___________ ___________

Times of Wedding and/or Reception

Setup: Begin_____ End_____

Doors Open for Guests: __________________________

Event Ends at (an estimate is fine): ________________

Fees & Deposits:

Powerhouse Usage:

The Powerhouse Usage period covers one day use of the building- should your event require time for setup, rehearsal, or clean up this may result in additional fees. Fee does not include the City Event Permit. Events are required to secure a City Event Permit if the event is larger than 40 people and will include the service of alcohol.

If you require time the day before your event for setup, rehearsal, etc., it’s a $500 fee to reserve that time and space.

A non-refundable deposit of $350 is required to secure the use of the Powerhouse. Final balance must be received 15 days prior to the event date.

### Usage Fees

<table>
<thead>
<tr>
<th>Gallery &amp; Theatre Space</th>
<th>$4000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery Space Only</td>
<td>$2500</td>
</tr>
</tbody>
</table>
Powerhouse Usage Fee $___________

This fee includes the following:

- Use of the Powerhouse from 9 am to 12 am (Monday-Wednesday & Saturday) or 1 am (Thursday & Friday)
- 10 – 6ft rectangular tables
- 10 – 36-inch seated/standing cocktail tables
- 10 – 60-inch round tables
- Kegerator for catering (product must be purchased from Clark Beverage)
- Hoka / Gin Bar: bar created from wood from the Hoka and Gin
- 100 brown conference chairs
- 100 black theater chairs
- Sound system including basic mic, sound, and a projector (if needed)
- 1 security guard
- House Manager (available during setup and during your event)

Deposit

Deposit – ($350 non-refundable fee due at signing) – $____

Additional Fees (may be required based on your needs)

Tablecloths (black or white) _____ at $15 each $______
Please circle desired color of tablecloth

Carpet Removal $350 $______

Additional Setup
(you need time for setup/rehearsal prior to your event, fees vary) $_____

Non-Approved Caterer Fee (see below for details) $350 $_____

Additional Security ($___/hour) # of guards_____ x hours_____ $_____

Additional Services: _________________________________ $____

Total Additional Fees $______

Total (due 10 days prior to event) $______
Damage

Lessee is responsible for ensuring the facility is maintained or returned to the condition prior to your event. Lessee shall pay for damage to the facility, its equipment, or exhibits during the usage of the building.

Security & House Manager Fees

The Powerhouse may require staff to be on hand to assist with your event. A house manager will be provided to coordinate with your vendors for the set up and cleanup of your event.

The Arts Council may require events at which alcohol will be served to have licensed security officers on hand for the safety of guests. Security will be arranged through The Powerhouse and provided by an approved security service. One guard will be provided as part of the usage of the space if alcohol will be served at your event.

Larger events or events that will serve alcohol outside of the building will require additional security guards. The Lessee shall be responsible for this additional expense.

Contracted Services for Event

The Lessee will provide a copy of this contract to all service providers it has contracted for the event including but not limited to: caterers, bartenders, artists, performers and sound technicians.

The Lessee will provide the Powerhouse with contact information for all service providers contracted for the event. This will include name of contracted business, contact, physical address, phone number, email address and type of service to be provided.

Non-approved Caterers

The Arts Council provides a list of caterers who have provided all required city permits and agreed to the terms for catering set forth by the Arts Council. If you would like to use a caterer for your event not on the list an additional fee of $350 is required and the caterer must adhere to Arts Council’s catering agreement.

II. General Terms

A. The Lessor has not guaranteed usage of the Powerhouse until a returned contract and deposit has been accepted.
B. Lessee agrees to use and occupy the premises in accordance with all applicable local, state and federal ordinances.
C. Lessee agrees to the following additional regulations:

1. The Powerhouse is a non-smoking facility. Smoking is allowed out of doors only.
2. No open flames permitted indoors. Votive candles may be used but must be confined to non-flammable votive-holders.
3. No glass bottles or glasses shall be used to serve beverages to guests without the express permission of the Powerhouse.
4. No glass containers, plates, or cups shall be used without the express permission of the Powerhouse.
5. Equipment or materials rented for use during the Lessee’s event shall be removed from The Powerhouse at the end of the event.
6. No glitter, rice, confetti, or birdseed shall be used at any occasion, indoors or outdoors at the Powerhouse.
7. No nails, tacks, staples or tape shall be used to attach anything to the walls, floor or ceiling of the Powerhouse without the express consent of the Powerhouse.
8. No artwork shall be moved or removed from the Powerhouse.
9. Parking in Newk’s parking lot during events is prohibited and violators will be subject to towing at their expense.
10. Donation box must remain in the gallery during all events.
11. Events that require out of the ordinary cleaning shall be required to pay an additional cleaning fee of $300 per incident.

D. Lessee agrees to the following hourly usage restriction, unless expressly granted exception by the Powerhouse:
   1. Saturday through Wednesday: no later than 12am (alcohol service on Sundays can only occur between 12 pm and 9 pm)
   2. Thursday and Friday: no later than 1am.

E. Arts Council provides three power sources for bands, DJ’s and special events. Lessee shall be responsible for making sure entertainment has the equipment to fit or perform using the power sources available in the Powerhouse.

F. Alcoholic beverages are permitted at functions and events at the Powerhouse. If Lessee intends to serve alcoholic beverages, they must do so in accordance with Oxford City Ordinance Section 5-13(b) which requires the use of a “licensed caterer.” Lessee understands and agrees that they are fully responsible for ensuring that no one under legal age shall be served alcoholic beverages on the premises and must secure a City Event Permit for events with 40 or more attendees.

G. Lessee shall be responsible for obtaining liability insurance for actions arising from its use of the premises. Lessee accepts liability for the welfare of the premises, as well as the equipment, audience and all workers and volunteers used on the premises during the event timeframe, as well as for set up and tear down of the same. Lessee shall indemnify and hold harmless the Powerhouse and the Yoknapatawpha Arts Council from any and all costs, claims, losses, expenses, damages and liabilities, including reasonable attorney’s and other professional fees, incurred or sustained by either entity arising directly or indirectly from 1) the use of occupation of the premises and/or 2) breach of this Usage Agreement.

H. Lessee shall provide all personnel required to properly conduct the event for which the premises have been used, including caterers, set up and tear down crews, etc. (See checklist below)

I. Lessee agrees to restore the facility and premises to the same condition in which it was found prior to the usage event. Failure to do so will result in additional charges. Lessor agrees to take care of the premises and maintain all the personal properties, equipment, furniture and furnishings in good condition during the term of this agreement.

Lessee agrees to restore the premises to the condition in which it was found, including, but not limited to:

☐ All Powerhouse furniture, fixtures and seating must be moved back to its original location
☐ If using any items provided by the Powerhouse, they should be cleaned and returned to their original place.

☐ All food and beverages brought in by Lessee and stored at the Powerhouse must be removed from the building.

☐ All garbage cans must be emptied and all trash must be placed in the dumpster behind the building.

III Penalties & Fees

In the event that guidelines of the usage agreement are not followed by the Lessee or service providers contracted by the Lessee and the Yoknapatawpha Arts Council retains the right to contract with labor to remove, repair or dispose of materials left behind by the Lessee to return the building to the original state prior to the Lessee’s usage. The Lessee shall be responsible for all expenses incurred by the Lessor to restore the building to its prior state and shall be held harmless for any damages or loss to the materials.

Please use the above checklist for restoring the Powerhouse after your event.

Executed and agreed to on the date first written above:

_______________________________  ________________________________
Lessor                          Lessee
Powerhouse Community Arts Center

Event Contact Summary

Please return the following forms and layouts with your final deposit at least 10 days prior to your event

Reception is for: ___________________________ Reception Date: __________

Contact Person for Event: _____________________________________________________

Phone Number(s): ___________________________ Email: ___________________________

SPACE(S) REQUIRED: (FILL IN MAPS ON ALTERNATE SHEETS)

GALLERY  THEATRE  WORKROOM  FRONT SHEDS  DRIVEWAY
GREEN ROOM  S. STAIRCASE  N. STAIRCASE  SCULPTURE GARDEN

Powerhouse Equipment

YAC SEATING: Theatre Seats: _____ Padded Vinyl: _____

YAC TABLES: 6’ Rectangular: _____ 60” Round: _____ 36” Cocktail: _____

Do you need the following? SPEAKERS/PROJECTOR/SCREEN/MICROPHONE/PODIUM

Caterer

Name: ________________________________________________________________

Contact: ______________________________________________________________

Address: ___________________________ City: _____ St___________

Phone: ___________________________ Cell phone: ___________________________

Bartender

Name: ________________________________________________________________

Contact: ______________________________________________________________

Address: ___________________________ City: _____ St___________

Phone: ___________________________ Cell phone: ___________________________
Talent
Name: ____________________________________________________________________
Contact:_______________________________________________________________
Address:___________________________________  City: ________   St_______________  
Phone: _____________________________    Cellphone:____________________________

Equipment Rental
Name: ____________________________________________________________________
Contact:___________________________________________________________________
Address:___________________________________  City: ________   St_______________  
Phone: _____________________________    Cellphone:____________________________

Sound
Name: ____________________________________________________________________
Contact:___________________________________________________________________
Address:___________________________________  City: ________   St_______________  
Phone: _____________________________    Cellphone:____________________________

Florist
Name: ____________________________________________________________________
Contact:___________________________________________________________________
Address:___________________________________  City: ________   St_______________  
Phone: _____________________________    Cellphone:____________________________

Other: ____________________________________________________________________
Name: ____________________________________________________________________
Contact:___________________________________________________________________
Address:___________________________________  City: ________   St_______________  
Phone: _____________________________    Cellphone:____________________________
Event Permit Application

This is the application to lease property for a gathering of forty (40) or more people at which beer, light wine, or other alcoholic beverages will be consumed, “An Event”. Application must be submitted at least five (5) working days prior to the event, NO EXCEPTIONS! Payment is due at the time the application is submitted. Turn all requests in to the City Clerk’s office in City Hall.

I. Property Owner Information:

Name: Yoknapatawpha Arts Council

Phone Number: 662-236-6429 E-mail Address: yacoperations@gmail.com

Address: 413 S. 14th St.

<table>
<thead>
<tr>
<th>Oxford</th>
<th>MS</th>
<th>38655</th>
</tr>
</thead>
<tbody>
<tr>
<td>(City)</td>
<td>(State)</td>
<td>(Zip Code)</td>
</tr>
</tbody>
</table>

Have you ever applied for an “Event Permit” before?

☐ Yes, permit granted.

☐ Yes, permit denied.

☐ No, this is my first application.

II. Address of Property to be Leased:

413 S. 14th St. Oxford, MS 38655

III. Lessee Information:

Name: ____________________________

Phone Number: ____________________________ E-mail Address: ____________________________

Address: ____________________________

| (City) | (State) | (Zip Code) |

Have you ever applied for an “Event Permit” before?

☐ Yes, permit granted.

☐ Yes, permit denied.

☐ No, this is my first application.

107 Courthouse Square
Oxford, MS 38655

(p) 662-236-1310 (f) 662-232-2337
IV. Event Information:

Date: _______________ Start Time: _______________ End Time: _______________

Type of Event: ____________________________

Type of Entertainment: ____________________________

Number of Expected Guests: _______________

The Event will be: Indoors ___________ Outdoors ___________ Both _______________

Will Private Security be Provided at the Event?: Yes X No _______________

If yes, Contact Name: Shaw Security _______________ Phone: 662-816-5760 _______________

V. Application Fee:

The application fee is $75.00, and it must be paid at the time the application is submitted. If the application is denied, the application fee will be returned.

Fee Paid By:
Cash ______ Check ______ Money Order ______ Credit Card ______

Date Paid: _______________ Receipt #: _______________

VI. Signatures:

Both the property owner and the lessee must sign this application. The City of Oxford may hold either the property owner and/or the lessee liable for the violation of the “Event Permit Ordinance” or for the violation of any ordinance or state law governing establishments operating under an on-premise retailers’ permit issued by the Alcoholic Beverage Control Division of the Mississippi Department of Revenue. A copy of the “Event Permit Ordinance” will be provided to you upon request.

By signing, you agree that the information above is true and correct to the best of your knowledge. You also agree to abide by the “Event Permit Ordinance” and all other applicable ordinances.

[Signature]

Property Owner Signature _______________ Date _______________

Lessee Signature _______________ Date _______________

Approved By: Chief of Police, Oxford Police Department _______________ Date _______________
GALLERY MAP  40’ x 70’

[purple doors]

doors

- glass doors

- office door [bathroom door]
THEATRE MAP 53' x 70' including stage

[doors]

door

Stage 20x24

Door
## Approved Caterers

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; N Catering</td>
<td>1005 North Lamar Blvd.</td>
<td>662-701-9684</td>
<td><a href="http://www.ancateringms.com">www.ancateringms.com</a></td>
</tr>
<tr>
<td>Main Event</td>
<td>1308 North Lamar Blvd.</td>
<td>662-236-1512</td>
<td>mymichellesoxford.com/</td>
</tr>
<tr>
<td>Mugg Cakes Gourmet Cupcakes</td>
<td>1350 North Lamar Blvd.</td>
<td>662-236-0092</td>
<td><a href="http://www.partywth.com">www.partywth.com</a></td>
</tr>
<tr>
<td>My Michelle’s</td>
<td>44 CR 231</td>
<td>662-609-5475</td>
<td><a href="http://www.queenissippi.com/">www.queenissippi.com/</a></td>
</tr>
<tr>
<td>Queenissippi Catering</td>
<td>1004 Van Buren, Oxford, MS 38655</td>
<td>662-832-4489</td>
<td><a href="http://www.southdepottacoshop.com">www.southdepottacoshop.com</a></td>
</tr>
<tr>
<td>Round Table (Bartending Service)</td>
<td>825 College Hill Rd. Oxford, MS 38655</td>
<td>662-236-7090</td>
<td><a href="http://www.facebook.com/RoundTableOnTheSquare">www.facebook.com/RoundTableOnTheSquare</a></td>
</tr>
</tbody>
</table>

## Florists

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Twisted Twig, LLC</td>
<td>1103 Jefferson Ave, Oxford, MS</td>
<td>662-236-9411</td>
<td><a href="http://www.thetwistedtwigllc.com">www.thetwistedtwigllc.com</a></td>
</tr>
</tbody>
</table>
Need a gift for Bridesmaids or Mother of the Bride?

Square Table Cookbook, a book by the Arts Council, is a community cookbook that provides the flavor of Oxford all in one. In 2006 it gained national attention as the winner for the Tabasco Community Cookbook Awards. Varying from appetizers to beverages to menus for entertaining guests, it includes favorite southern recipes from local restaurants along with the stories from Oxford artists and authors that provided them.

Save $10.00

Yoknapatawpha Arts Council
Powerhouse Community Arts Center

Information: (please print or type)

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Shipping)</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

Placing Your Order:

Number of Cookbooks ________ x $25.00 ($10.00 off the cover price) = Total $_______

Gift Wrap: $10

Payment Method:

<table>
<thead>
<tr>
<th>Credit card type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card number</td>
</tr>
<tr>
<td>Expiration date</td>
</tr>
<tr>
<td>Authorized signature</td>
</tr>
</tbody>
</table>

Please make checks, corporate matches, or other gifts payable to:

YAC  P.O. Box 544  Oxford, MS 38655