



Jackson Medical Mall Foundation – Event Rental Policies

To ensure a smooth experience, the following policies apply to all rentals of Jackson Medical Mall Foundation (JMMF) spaces.

**Available Event Spaces & Rates per 8-hour rental (conference Center).
4-hours plus \$50.00 any additional rental hours for the Community
Meeting Room Dr. Ollye Shirley Media Room, and C-311 Meeting Room.**

1. Event Spaces

- Theater (504 seats): \$1,500.00
- Main Concourse (280 capacity): \$1,000.00
- Wheeler Hall (up to 75 guests): \$750.00
- Tonkel Room (up to 50 guests): \$600.00

- CMR (up to 75 guests) \$400.00
- Media Room (up 50 guests) \$300.00
- C-311 (up to 50-60 guests) \$400.00

All bookings include standard tables and chairs and access to restrooms. A/V support, security, and extended hours are available at an additional charge.

*Your booking includes only the space(s) specified in your contract. The use of any additional space not specified in the contract will be subject to additional costs.

2. Rental Period & Fees

- Rentals are based on an 8-hour block of time, which includes setup and breakdown.
- If you require early access (setup, decorating, rehearsals) or post-event time (cleanup, breakdown), you must book and pay for additional days.
- Events must be completed by 11:00 PM, unless otherwise approved in writing.
- Overtime fees apply at the following rates: \$125/hr. (Theater), \$100/hr. (Main Concourse) \$75/hr. (other JMMF Event spaces).

- Center Stage bookings are generally not before 5:00 p.m. on weekdays. Exceptions include press conferences and JMMF tenant appreciation events.

3. Cancellations, Deposits & Payments

- Cancellations within seven (7) days of the event date must be in writing.
- Full balance must be paid 14 business days prior to the event.
- A non-refundable security deposit is required. It will be forfeited if policies are not followed (damages to the space rented, décor removed, and/or exceeding hours).
- Cancellations must be made in writing.

4. Condition of Space

- Client is responsible for leaving the space in the same condition it was provided.
- This includes:
Removal of all décors, equipment, and personal items. All Microphones, speakers, projectors of JMMF should not be removed or damaged or additional charges will occur. (Initial____)
- Cleaning spills and returning furniture to its original position. If you have a spill, call Events at 601-906-4730.
- Failure to comply will result in additional charges.

5. Storage & Personal Property

- JMMF does not provide storage of items before or after your event, unless approved in writing by JMMF. Fees may apply if approved.
- All belongings must be removed at the conclusion of your rental. JMMF is not responsible for lost, stolen, or abandoned property. (Initial____)

6. Audio/Visual & Equipment

- Event spaces can be equipped with basic audio support (one microphone with PA system) upon client request in writing on the booking form.
- All additional A/V requirements must be specified at the time of booking.
- Certain specialized A/V requests may require outsourcing and will be billed to the client at cost.
- Only JMMF-approved staff or contractors may operate in-house A/V equipment. No exceptions.

7. Décor, Signage & Prohibited Items

- No staples, tacks, nails, or adhesives may be used on walls, ceilings, or floors.
- All decor and signage must be removed after your event.

- Candles and open flames must be enclosed and approved in advance.
- Glitter, confetti, rice, birdseed, fog/smoke machines, and similar items are prohibited unless pre-approved in writing.
- Large inflatables, bounce houses, or oversized items are limited to outdoor use only and must be approved by JMMF prior to use.

8. Food & Beverage

- Outside catering is permitted, but proof of insurance may be required.
- **Alcohol is NOT permitted at this time, unless approved in writing by JMMF Board of Directors.** (Initial ____)
- Food trucks and outdoor vendors must be approved by JMMF.

9. Insurance & Liability

- All renters must provide proof of general liability insurance, naming JMMF as additionally insured prior to the event.
- Clients are responsible for conduct of guests and vendors and will be billed for any damage to the facility or equipment.

10. Security

- JMMF Security is required for events with 100+ attendees.
- JMMF reserves the right to require security for smaller events based on nature, size, or time.
- Security must be arranged through JMMF-approved providers at the client's expense.

11. Partnerships

- All requests for partnership must be submitted in writing to JMMF's Office of Communications for review and approval.
- Requests should be emailed to communications@jacksonmedicalmall.org or events@jacksonmedicalmall.org
- Partnership benefits (e.g., reduced rates, joint branding, co-hosting) are not guaranteed and will only be granted with written approval.

12. Publicity & Event Promotion

- All public or community events requesting promotion must submit a high resolution digital version of the event flyer (PNG, JPEG, or PDF).

- Flyers must be submitted at least 15-30 days prior to the event to

communications@jacksonmedicalmall.org or events@jacksonmedicalmall.org

- A Media Onsite Request Form must be submitted and approved by JMMF to allow media coverage at your event.
- JMMF reserves the right to deny promotion of events that do not align with its mission, values, or community standards.

13. Outdoor Vendors & Food Trucks

- Food trucks and other outdoor vendors are not permitted on Jackson Medical Mall Foundation (JMMF) property without prior written approval from the Events Department.
- JMMF charges a separate vendor fee for food trucks, which must be paid in advance.
- All approved food trucks must provide proof of liability insurance and any applicable health permits.
- Unauthorized food trucks or outdoor vendors may be removed from the premises, and the client's security deposit will be forfeited.

14. Electrical Usage

- Only JMMF-approved equipment CAN NOT be connected to facility power sources.
- Food trucks, concession vendors, or high-voltage equipment may not plug into JMMF outlets. Generators must be used unless written approval for power access is granted. (**Initial**____)
- Any damage caused by unauthorized electrical use will result in loss of deposit and additional charges for repairs.

15. Compliance & Right to Refuse

- All events must comply with JMMF regulations, fire codes, and safety requirements.
- JMMF reserves the right to refuse rental or terminate an event without refund if policies are violated.

Print Name: _____

Signature: _____ Date: _____

Contact for Bookings:

Blanche Adams, Director of Events

Email: badams@jacksonmedicalmall.org

Email: ejohnson@jacksonmedicalmall.org

TBD, Events Coordinator