

MS e-Center Events Policy and Procedures

- No refunds. A deposit is required with submission of completed worksheet and signed agreement. Balance of rental fee is due no later than one month prior to event. You will not be billed for the rental fees; this is your responsibility. If the balance is not received one month prior to event, the event can be removed from the schedule.
- Decoration time is limited to the day of the event after 7 a.m. All other times are only approved by the event manager.
- Clients are allowed 5 hours for the event and ending no later than 11:00 p.m. (cleanup time is one hour after event). All occupants must be out by midnight.
- Sound levels must be held in compliance with the MS e-Center code. DJ's are allowed.
- Food and drinks (alcohol included) are allowed in reception areas only. Caterers are responsible for all food service. The event center will not collect or store these items.
- Tablecloths and other rented items are the responsibility of the person/organization renting.
- Food preparation will be limited to warming and final assembly.
- No confetti, glitter, rice or birdseeds are allowed in the meeting rooms. No burning candles are allowed in the meeting rooms only sternos for the chafers.
- No nails or staples may be used to hang decorations on walls, chairs or tables.
- Only removable tape allowed on the walls.
- No smoking in the e-Center building, smoking is only permitted in designated area (back Patio).
- Client will be expected to remove all materials at the end of their event. Any exception to this guideline must be approved by the events staff.
- The Event manager shall review and approve floor plans no later than two weeks prior to the event. Failure to submit your setup in this timeframe could result to an incomplete setup. All event deliveries must be received by event holder.

- The e- Center is not responsible for items belonging to user that is not picked up at the end of their event. Client is responsible for removing all of their event's items (including decorations, linens, programs, etc.). If, room is not clean and left in an unacceptable manner it could forfeit your deposit or additional fees.
- *The MS e-Center will not be held liable for any incidents caused on the negligence of the client or their participants this would include vendors associated with your event.*

*****The MS e-Center assumes no responsibility for any liability incurred as a result of any violation of this policy or any violation of applicable laws governing the use and consumption of alcoholic beverages.***

CANCELLATION POLICY

No refunds will be refunded, if, event is cancelled.

Convention Hall deposit is \$300.00

California, Oklahoma, Georgia and e-Logistic deposit is \$100.00

Thanks for your cooperation to this policy.

We look forward to making your visit here at the e-Center a memorable one.

Brenda Manuel, MS e-Center Events Manager
601-979-1246

MS e-Center Events Staff