



McComb Recreation Department  
Request for Downtown Depot Area Activity  
North Railroad Blvd. Vicinity McComb, MS 39648

Rental Date: \_\_\_\_\_ Time \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Type of Activity/Event: \_\_\_\_\_

Description: \_\_\_\_\_

Name of Individual Responsible: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

In order for the City of McComb to hold your reservation, the \$50.00 Non-refundable reservation fee, full rental fees and this form must be received at least 14 calendar days prior to the event. Failure to do so will result in loss of reservation.

Tables and chairs are **NOT** available/provided.

**CANCELLATIONS MUST BE MADE 14 DAYS PRIOR TO RENTAL DATE TO RECEIVE YOUR RENTAL FEE REFUND.**

A refund of the rental fees only may be issued on outdoor facilities if event is rained out. All fees eligible for return will be mailed back to the renter from City Hall within 30 days of the event date.

**NO ALCOHOL OR SMOKING ALLOWED ON CITY PROPERTY!!!!**

Insurance may be required depending on event/activity.

I agree to abide by the policies and rules of the City of McComb. I understand that I am responsible for any damages to City property that may occur during my usage. I understand I should report any problems to the Department of Recreation. I intending to be legally bound, hereby waive and decline any and all rights and claims for damages I may have against the McComb Recreation Department, City of McComb, for any and all injuries suffered by myself.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

CC: PUBLIC WORKS DIRECTOR  
POLICE CHIEF  
FIRE CHIEF  
CITY CLERK  
CITY ADMINISTRATOR

PACKAGE(S) RENTED:  
\_\_\_\_\_

**Downtown Area Usage Options and Fees:**

**A Bo Diddley Pavilion during the hours requested between 8 a.m.-10 p.m.**  
**Rental \$50** Includes electricity with limited capacity(2- 200 watt amp boxes with multiple plugs and can accommodate a 220 plug) at the pavilion and street blocking on the North Railroad Blvd just north of the parking garage entrance and ends at the backside of the Pavilion including the alleyway alongside the bridge.

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**B Downtown Parking Garage during the hours requested between 8 a.m.-10 p.m.**  
**Rental \$50** Includes the use of the bathroom and electricity with limited capacity (1-200 amp box with 8- 110 plugs. There is NO 220 plug available. There is NO access permitted on the upper level.

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**C Closure of Railroad Blvd during the hours requested**  
**Rental \$50** Includes the street blocking on Railroad Blvd from Canal Street to the back side of the pavilion including the alleyway alongside the bridge. This also includes street blocking at the intersection of Main Street and Railroad Blvd along with the closure of the alleyway at the south side of the parking garage.

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**D Closure of Main Street during the hours requested**  
**Rental \$50** Includes the street blocking on Main Street from Front Street to Railroad Blvd.

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**Additional requests:**

\_\_\_\_\_ **Water Usage via the Pavilion (\$30 Minimum for Up to 4 Hours. \$60 4-8 hours, etc.)**

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Office Use Only:

**\$50.00 Non-Refundable Reservation Fee**

Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Staff: \_\_\_\_\_

**\$50.00 Per Rental Package - Total Payment \$ \_\_\_\_\_**

Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Staff: \_\_\_\_\_