



# JMMF Event Booking Form

*The Mall With It All!*

Thank you for reserving your event at the Jackson Medical Mall!  
 Please complete this form and return via fax to: 601.982.8468  
 Via email to: [smiller@jacksonmedicalmall.org](mailto:smiller@jacksonmedicalmall.org) or to Suite 107.

## Section 1

Event Date:		Time:	
Event Title:			
Event Description:			
Event Sponsor:			
Contact:			
Mailing Address:			
Phone:		Fax:	
Email:			

## Section 2

Location of Event (check all that apply):	Community Meeting Room: 1st Floor	Common Area	Center Stage	Parking Lot
Equipment Needs: (please be specific):	Total # of Tables: _____ Rectangle _____ Round	Total # of Chairs:	Podium/P.A. System:	Mobile Stage:
	For CMR only:	Kitchen: (1st Floor CMR)	Projector:	Screen:
	<b>For CMR, please provide Model Seating Number: _____ (Reference: See Attachment)</b>			
Additional Set-Up Information:				
Open to Public:		Media Invited*:		Will there be food?

*\*Please complete a media on-site form to allow media on the property.*

## Section 3

The Community Meeting Room, Center Stage, and Common Area are rented to accommodate Medical Mall tenants and neighborhood, business, and civic organizations in their outreach efforts. The facilities are reserved on a "first come, first serve" basis and should be requested at least fourteen (14) days in advance. The facilities are not used for family reunions, wedding receptions, class reunions, family baby showers/bridal showers, anniversary/birthday parties, religious/political events, concerts, dances, other social gatherings or "for-profit" fundraisers. The normal fees for usage are:

- Center Stage/Common Area - \$250 fee for up to (4) hours and a \$350 refundable deposit
- Mall Common Area or Community Meeting Room - \$100 fee for up to (4) hours and a \$100 refundable deposit
- Cancellation Fee: \$25 deducted from the deposit for all cancellations.

Deposits are mandatory for all programs. Deposits may be returned, if all conditions of the rental agreement have been met. All fees are due 10 days prior to the event day.

*I have read this agreement and understand the policies of using the Center Stage, Mall Common Area, and Community Meeting Room. Failure to abide by this contract will result in forfeiture of entire deposit and possible additional fees may occur. I am signing to verify my understanding of these rules and regulations.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Jackson Medical Mall Thad Cochran Center** • 350 W. Woodrow Wilson, Suite 107 • Jackson, MS 39213  
 601.982.8467 • 601.982.8468 fax • [www.jacksonmedicalmall.org](http://www.jacksonmedicalmall.org)

### Customer Service Department Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Received funds? Y N Total Received \$ \_\_\_\_\_



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**Section 1**

Event Date:		Time:	
Event Title:			
Event Description:			
Event Sponsor:			
Contact:			
Phone:		Fax:	
Email:			

**Section 2**

We are expecting the following print/television media to cover our event:

TELEVISION	RADIO	NEWSPAPER	OTHER

Reason for coverage (i.e. news conference, news story, etc.):

**Section 3**

I understand that I am submitting this form to notify JMMF that media has been invited to cover our event. I also understand that JMMF has the right to turn media away for any reason. The Jackson Medical Mall is a private facility, and management can, for any reason, escort media away from the premises. In addition, I understand that media invited to cover my event can only film my event and cannot film other happenings in the Jackson Medical Mall, including clinics, patients, children, etc. I understand that I am responsible for getting permission from my guests to be filmed or photographed, and the JMMF will not be held liable for non-permission of pictures or film. I also understand that this form must be returned at least 3 days before my scheduled event in order for JMMF to allow media on the premises.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

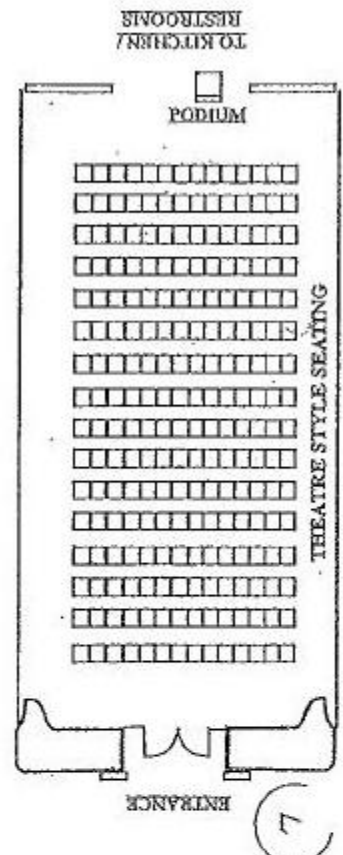
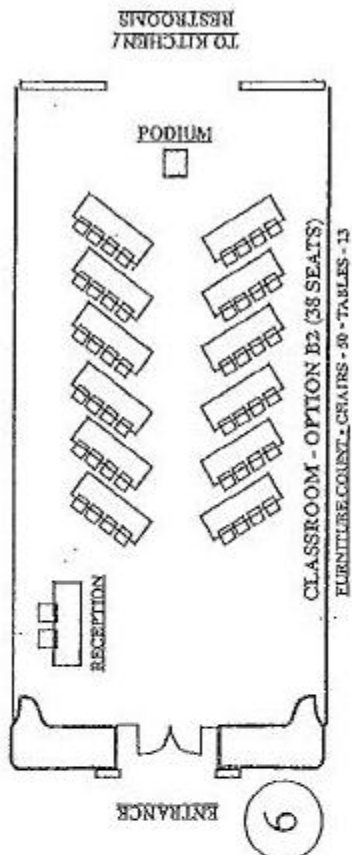
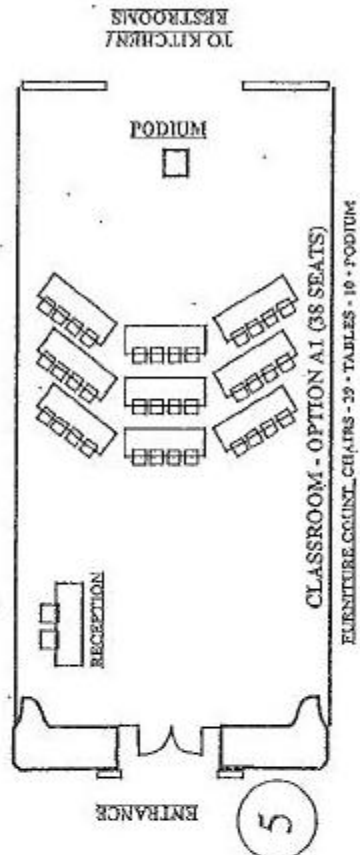
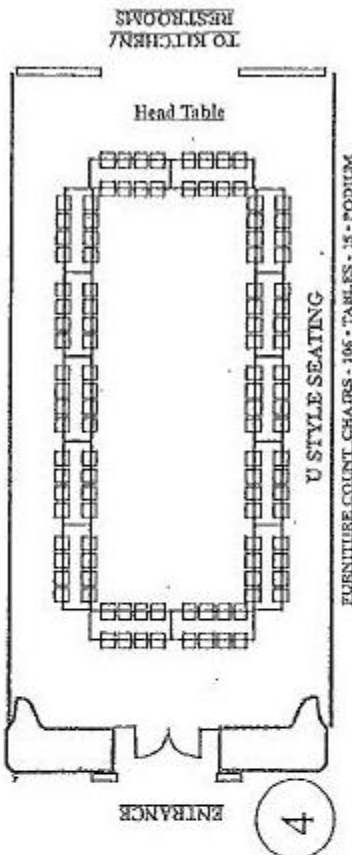
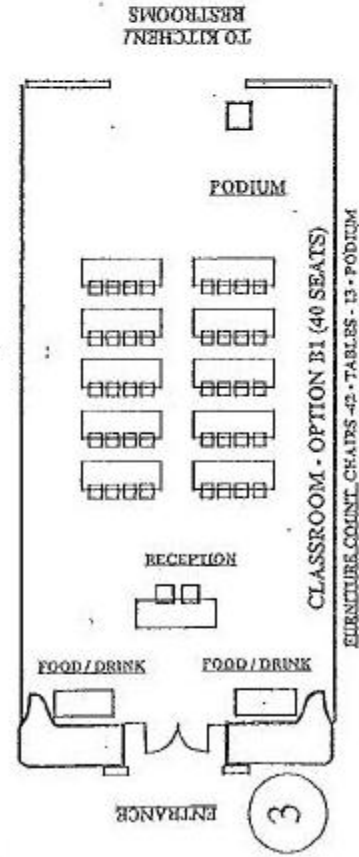
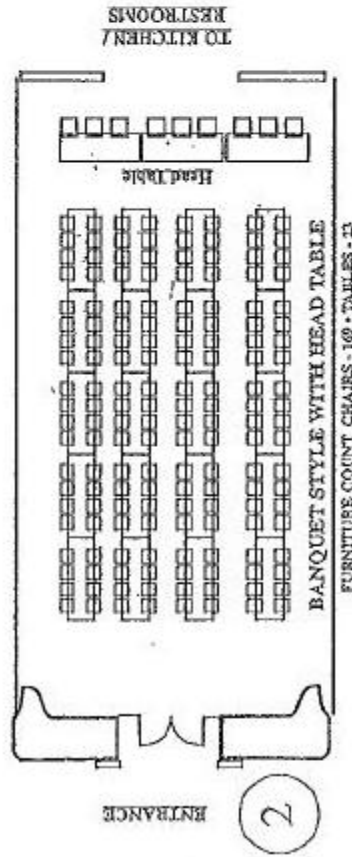
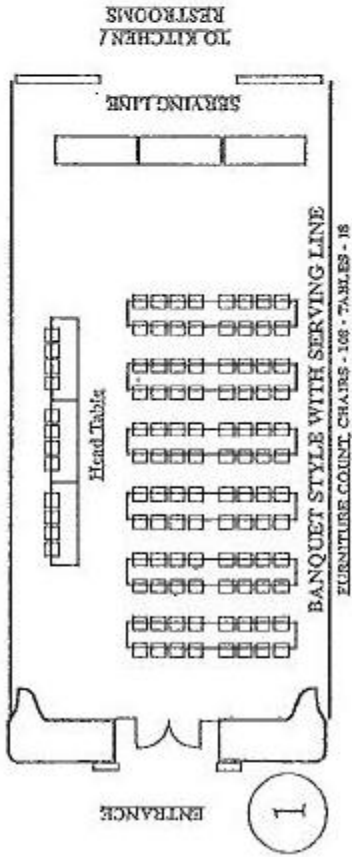
Date \_\_\_\_\_

***The Mall With It All!***

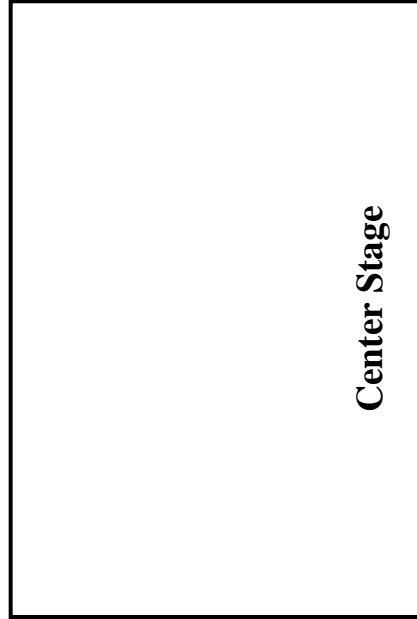
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Approved by: \_\_\_\_\_

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



**Please sketch your Center Stage layout.**



**Center Stage**

**UMC**

**Mall Common Area**

**Bailey Canopy**



Thank you for reserving your event at the Jackson Medical Mall!  
Below are a list of polices for events held at the Jackson Medical Mall. If you have any questions, please call 601.982.8467.

### **Types of Events**

The Jackson Medical Mall can be used for family reunions, wedding receptions, class reunions, family baby showers or bridal showers, anniversary, birthday parties, etc. Center Stage events cannot take place before 5:00 p.m. during the work week, with the exception of events such as press conferences and JMMF tenant appreciation activities. Tables cannot be reserved in the Mall Common Area for retail or solicitation. All retail events must be held in the Community Meeting Room.

### **Accounting**

All fees are due in full prior to a group arrival. Check the JMMF Event Booking Form for amounts and due dates. Invoices for deposits may be requested; otherwise the License Agreement is the invoice. Acceptable forms of payment include cash, checks and money orders. Fees and deposits must be submitted separately. Deposit checks will be returned if property is clear from debris, no tape placed on walls, in acceptable condition, and equipment has not been damaged or misplaced. Deposit checks may be picked up from the front office 48 hours after the event date.

### **Advertising**

Advertising (flyers, posters, brochures, etc.) is not allowed in the facility without prior approval from the main office. All advertising must be brought to the main office and a Customer Service representative will distribute.

### **Animals**

With the exception of guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. If permitted, an Animal Waiver must be signed and kept on file with your Event Manager.

### **Americans with Disabilities Act**

The Complex offers many features that make our facility friendly to our guests with disabilities. These features include accessible parking, automatic entrance doors, wheelchair/motorized scooter accessible, elevators, and accessible restrooms. Please advise us ten (10) days in advance of any delegates with special needs. We suggest that you include an area on your registration form to allow individuals with disabilities to indicate any special needs they may have.

### **Audio Visual**

Please contact your Event Manager at 601-982-8467 for audio/visual needs. JMMF provides limited audio/visual equipment as requested on the JMMF Event Booking Form, for which coordinators are responsible for any damage. Groups are permitted to bring in outside audio visual suppliers. JMMF is not responsible for any damage to outside suppliers.

### **Banners and Signs**

Please advise your Event Manager in advance of the quantity, size and exact location of your banners. The copy on all banners and signs and their proposed locations must be reviewed and approved by your Event Manager. Items may not be taped, nailed, tacked, glued or adhered to any facility structure or facility equipment (i.e. no taping to walls and tables). Banners must be pick-up at least 48 hours after event date. If not, banners will be discarded.

### **Damage and Clean-up**

As the coordinator, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre and post walk through of your reserved areas will be conducted to verify the condition of the facility prior to your event. All damages, except for normal facility wear and tear, are the responsibility of the coordinator. Any damage to the Medical Mall property or equipment is to be reported immediately to the Complex's Security Department located in the South lobby area. Clean-up fees may also apply.

## **Decorative Materials**

All decorative materials displayed or installed in the Jackson Medical Mall must be flameproof in accordance with the Public Safety and Fire Regulations. The Complex does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges. JMMF does not rent any decorations, table cloths, etc.

## **Digital Signage**

The Complex is equipped with digital signage throughout the facility that can be programmed with pictures, schedules, or event information. The preferred electronic file type is JPG. Files are to be submitted one week before the event to allow ample time for them to be loaded into the system. Additional fees may apply.

## **Media**

Media is only allowed on the property via the Media On-Site Form. The Media On-Site Form needs prior approval from your Event Manager and must be submitted to Security.

## **Parking**

Parking is a first come, first serve basis. Parking cannot be reserved for special events during normal business hours, except for large vehicles such as buses, trucks, etc. Parking must be coordinated with your Event Manager.

## **Building Security**

JMMF maintains an exclusive in-house security operation. Our trained building security staff maintains 24-hour security coverage for the Medical Mall's perimeter areas, internal corridors and life safety alarm system. Security staff will also open and secure exterior and interior access doors as well as monitor internal traffic flow.

## **Event Security**

JMMF requires and shall determine certain events to provide minimum levels of security coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at coordinator's expense. The JMMF Event Manager will evaluate each event according to its nature, attendance and areas in uses for staffing your security needs. Event Security staffing is charged by the hour; with a 4-hour minimum labor call required.

## **Shipping**

The Jackson Medical Mall does not have a formal Shipping and Receiving Department and has limited storage areas for event packages. Shipping of materials to and from the Medical Mall can only be arranged through prior communication and may necessitate additional fees. Please contact your Event Manager for details.

## **Smoking**

By policy of the City of Jackson, smoking in all public facilities is prohibited. The Jackson Medical Mall is a non-smoking facility. Smoking is only permitted outside the gate.

## **Alcohol**

Alcohol and the use of alcohol is prohibited for any event held at the Jackson Medical Mall, unless authorized by the Jackson Medical Mall Foundation.

## **Tape**

All wires and cables must be sufficiently taped down in a safe and secure manner. Only non-residue carpet tape may be used. Applying tape to anything that is the property of JMMF (i.e. walls, windows, doors, ceilings, equipment, etc.) is strictly prohibited. Damages resulting from the use of tape are the Licensee's responsibility and cleaning charges may apply.

## **Other**

All facilities are rented on a first-come, first-serve basis and should be requested at least (14) days in advance. An additional \$100 will be added to events more than (4) hours long. A security deposit is MANDATORY for all programs. All fees are due (10) days prior to event date.