

Event Date & Time: _____ (Office Use)

TOWN OF ELM CITY
TRAIN DEPOT FACILITY RENTAL POLICY

Elm City's Train Depot Facility venue is currently rental ready for the following types of parties/events: Birthdays, Weddings, Family Reunions, Class reunions, Retirements parties, Workshops, Community Meetings, and other special occasions.

FEES AND DEPOSITS

- All reservations must be made by an adult age 21 and older and deposits shall be made by cash, check, or credit card.
- All reservations require a "refundable" cleaning/damage deposit to reserve. In order to receive a refund of your "full" deposit, facility must be clean and in the same condition found prior to rental (as determined by the Elm City Town Office); no damage, no breakage, no missing/stolen equipment or supplies. Any person/group responsible for facility rental shall be responsible for payment of any/all damages to Train Depot as well as cost of ANY clean up required after their use. Any "excessive" cleaning that is needed at the close of renter's event, and/or any damage caused by renter and/or their invited guests, may result in a partial to no refund.
- Cleaning and/or damage fees will be determined on a case-by-case offense. Fees could amount to \$150 (one hundred fifty dollars) or more, that will be deducted from the deposit.
- Rental fees include: rental supervisor, deposit, use of table and chairs.
- There shall be no parties allowed where there is an entry fee (Nuisance Party).
- Full Balance of scheduled rental must be paid within two weeks of the event. (Loss of deposit possible. *See Cancellation section below*)
- No open flames such as candles are allowed to be used inside the Depot facility.
 - No usage of rear storage room (broom closet area) to plug in food cookers, warmers, hotplates, etc.
 - No grills or pig cookers allowed onsite either in front or rear of Depot because of potential hazards
- No nails or thumbtacks are to be used on any of the walls. (Doing so will be considered damage and may result in a damage fee).
- Decorating and Clean Up must occur within your allotted rental (times).
- Renters planning to serve or bring in alcohol must receive a temporary liquor license from the www.abc.nc.gov/permit/applysot website and shall submit to the Town of Elm City prior to scheduled event.
- Deposits will be sent via USPS mail to the address on the reservation form within 30 days of your event. Deposits will also be made available for pick up from Town of Elm City Office with prior notice.
- A Town of Elm City Office rental Supervisor/Representative will be available to open/close the facility per scheduled reservation. (Contact name/person given at the time of reservation).
- Reservations for Depot Facility are any time between 8am-Midnight in either 8-hour intervals or 4 hours.
- Additional hours (beyond 8 or 4 hours) are available at the cost of \$60/hour and can be added on and paid for within 2 weeks prior to event. Any event that extends more than thirty minutes (30) beyond the previously allotted/reserved time frame will automatically be charged an additional \$60. (Ex. 31-minutes over time=an additional \$60)

CANCELLATION FEES

60 days (two months) advance notice = \$150

30 days (one month) Cancellation Fee: \$225

7-14 days Cancellation Fee: \$300

*Elm City Town Office has the ability to make cancellation assessments on a case-by-case scenario.

Non-Profits receive a 10% discount if proven existence of 5 plus years
***(Meals on Wheels is the grandfathered-in exception)**

**TOWN OF ELM CITY
TRAIN DEPOT RATES/APPLICATION**

**LARGE ROOM
DEPOSIT & RATE INFORMATION**

8 Hours: \$500 (without alcohol) + \$300 deposit = \$800
8 Hours: \$600 (with alcohol) + \$300 deposit = \$900
4 Hours: \$300 (without alcohol) + \$300 deposit = \$600
4 Hours: \$400 (with alcohol) + \$300 deposit = \$700
Each additional hour: \$60/hour

***Renters who exceed their reserved time beyond 30 mins will automatically incur an additional \$60 charge, and will be deducted from their deposit.**

*Deposit is Non-refundable if facility is left damaged and/or unclean
*(Full) Deposit is refundable if facility is left undamaged and clean
*Deposit will be returned/refunded to individual or group within 30 business days

PARKING

All Train Depot Facility Renters are prohibited from parking at Second Blessings House, Elm City United Methodist Church Parking Lot and The Backyard of the Depot.

END OF DEPOT RENTAL

- Clean up after event **MUST** be done by the renter including the following:
- Tables and chairs must be wiped clean & returned to storage room in appropriate place (undamaged)
- Clean/Wipe down kitchen area (if included in rental)
- Empty/remove all trash from garbage cans inside facility and place in outside dumpster behind facility
- Sweep floors & Mop floors
- Pick up paper in restrooms and make sure toilets are flushed

Name: _____

Event: _____

Date: _____

Time: _____

With Alcohol Without Alcohol (check one)

Mailing Address: _____

Address to Mail Deposit: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

I agree to follow and observe the stipulations found in this Train Depot Facility Rental Policy. By signing below, I am held responsible and agree to pay for any cleaning or damage repair that takes place during or because of my rental of the facility.

PLEASE DO NOT WALK BARE FOOT IN DEPOT BECAUSE OF WOOD FLOORS

Signature: _____ Date: _____

***** **FOR OFFICE USE ONLY** *****

Reservation Date: _____

Deposit Paid Date: _____

Deposit Amount: _____

Rental Hours: _____

Balance: _____

Balance Due By: _____

Reservation Taken By: _____