

Hoschton Train Depot Rental Application



Event Info:

Date: _____ Time: _____

Event Description: _____

Renter Info:

Name: _____

Address: _____

Phone #: _____

By signing, the Renter agrees to the Depot Rental Regulations & Fees, as provided on the attached document.

___/___/___

Signature of Renter

Date

Administrative Use Only

Deposit Received: \$ _____ CASH CK# _____ CC ___/___/___ by: _____

Rental Fee Received: \$ _____ CASH CK# _____ CC ___/___/___ by: _____

Post Event Inspection by: _____

Deposit Refunded: \$ _____ CK# _____ ___/___/___

Depot Rental Regulations and Fees

The Hoschton Depot is available for public and private special use; however, the City retains the right to exercise discretion in approving rental proposals that may be incompatible with the historical character of the facility or in the best interest of the City.

You are required to notify the City of Hoschton in the event of an emergency or any kind of incident at the Depot. This is particularly important if an injury is involved, so that we may preserve video from the event in which this occurs.

Terms and Conditions

1. **Description of Property.** Rental of the facility is limited to the building, its furnishings, adjoining outside deck and adjacent parking lot. The adjoining public park is not included in the rental of the facility unless advance, special arrangements are made with the City.
2. **Hours of Use.** Events are limited to hours between 7:00AM and 12:00 midnight.
3. **Facility Contents.** All facility furnishings, decorations, and other items are the property of the City and shall not be removed without written authorization of the City Clerk.
4. **Facility Rental Rates.**

\$150 DEPOSIT- Required	Weekday Rental Fee		Weekend Rental Fee	
	Monday—Thursday		Friday, Saturday, Sunday	
	5 hours or less	All Day	5 hours or less	All Day
(Reserves the date and is refunded after the event, assuming no damages)				
City residents, City licensed businesses	\$100.00	\$150.00	\$125.00	\$200.00
Residents & businesses outside City limits	\$150.00	\$250.00	\$175.00	\$300.00
Non-Profit with 501c3 or HOA	\$65.00	\$100.00	\$90.00	\$150.00

5. **Payment.** Full payment must be made to the City of Hoschton by the date the event is scheduled.
6. **Security Deposit.** A deposit of \$150.00 is required for use of the facility. Deposit must be received at the time the reservation is made. The security deposit may be used by the City to satisfy all or part of Renter’s obligations, however, it does not preclude the City from seeking additional payment from the Renter for other purposes. If the City determines that the security deposit will not be refunded, a written explanation will be provided to the renter. When all post-rental conditions have been met, the security deposit shall be refunded and mailed to the Renter within seven business days. Mayor, with the consent of the City Clerk, may waive

security deposit. Multiple events may be scheduled by the renter with a single security deposit, but security deposit will not be refunded until after the final scheduled event.

7. **Event Cancellation.** An event canceled at least 48 hours before the scheduled event time will receive full refund of monies paid for the event. Cancellations made less than 48 hours prior to a scheduled event will result in the forfeiture of the deposit fee.
8. **Smoking.** Smoking inside of the facility and on the attached decks is prohibited.
9. **Facility Alterations.** No alterations or modifications shall be made to the facility without the written approval of the Mayor and City Clerk, including but not limited to paint, nails, screws, locks, fixtures, tape, glue, or attachments to the walls, ceiling, flooring, or any other items on any portion of the facility. **Any damages caused by the Renter will be repaired by the City and paid from the security deposit.** If the security deposit does not cover the repair cost, the Renter will be billed for the amount in excess of the security deposit. No person or organization may rent the Depot if they have any outstanding repair balance due.
10. **Advertising.** All advertising print materials and all other forms of publicity pertaining to the event shall not suggest that the City sanctions, sponsors, or is affiliated with the event.
11. **Birdseed, Confetti, and Other Similar Items.** Dispensing of birdseed, confetti, or other similar items inside the facility is prohibited.
12. **Animals.** Animals are prohibited inside the facility, except for those needed for medical reasons or sight-impaired persons.
13. **Cleaning, Restoration, and Repair.** At the end of an event, the Renter shall be responsible to return the facility and all its contents to the same condition that existed prior to the event, including cleaning, repairing, and restoration. This includes removing all trash and event materials, food, etc. from the facility and properly disposing of them. **Note: Any food not removed will result in a minimum \$25.00 charge.**
14. **Parking.** Parking is permitted in designated, paved areas only. Vehicles shall not be driven or parked on grassy areas or the brick walkway adjacent to the depot or in the adjoining park.
15. **Sound and Noise.** It shall be unlawful for any person to willfully make, continue, or cause to be made any excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person residing within hearing distance of the facility. Amplified sound must not be audible outside of the facility after 10:00PM.
16. **Protection of Surfaces.** Placemats, table pads, tablecloths, and other similar measures must be used to protect tabletops and the surfaces of all furnishings. Only non-drip candles are permitted for use in the facility.
17. **Consumption of Alcohol on the Premises.** **ANY ALCOHOL ON THE PROPERTY WILL FORFEIT YOUR DEPOSIT!**
18. **Liability.** Renter assumes full responsibility and liability, and shall compensate the City for any damages to the facility or theft of or damages to facility furnishings, decorations, fixtures, flooring, floor coverings, window treatments, appliances, equipment, and all other property of the City arising from or relating to the event or anyone entering the facility for such event.
19. **Cooking on premises.** Food can be served on premises; however, **NO FOOD CAN BE COOKED ON THE PREMISES. NO GRILLS; NO DEEP FRYERS; NO EXCEPTIONS!**

HOSCHTON DEPOT
CHECKLIST FOR RENTERS

Please return the completed checklist along with the Depot key to Hoschton City Hall or the Return Drop Box located in front of City Hall.

	Remove all decorations, personal items, and rental equipment. (No confetti/birdseed or similar)	\$25.00
	NO TAPE/ADHESIVE USED ON THE WALLS, PICTURES, OR FANS	\$150.00
	Remove all trash and debris from the building and grounds. Place bags of trash inside the tan rolling garbage cans at the edge of the parking lot.	\$25.00
	Tables and chairs should be wiped clean and put away.	\$25.00
	Kitchen: Remove all items from refrigerator and wipe out; wipe out microwave; wipe down counters and any areas something may have spilled.	\$25.00
	NO FOOD COOKED ON PREMISES	\$150.00
	Sweep and Mop all floors. (Broom and mop are supplied in the kitchen)	\$25.00
	Turn off fans and lights.	\$25.00
	Lock all 5 doors.	\$25.00
	Return key and completed checklist to City Hall.	

PLEASE NOTE THAT FINES WILL BE DEDUCTED IF THESE ITEMS ARE NOT COMPLETED

The items checked above have been completed.

Renter's Signature _____ Date _____