**RUSSELLVILLE TRAIN DEPOT**

**RENTAL FEES AND INFORMATION**

**LARGE MEETING ROOM**

Includes public unisex ADA accessible restroom, access to kitchen (continental use only)

**FULL DAY (8 HOURS)** $300 additional hours billed at hourly rate

**HALF DAY (4 HOURS)** $150 additional hours billed at hourly rate

**HOUR RATE** $40

**FULL FACILITY**

Includes main entry, meeting room, kitchen, surrounding grounds, outside men’s and women’s public restrooms.

**FULL DAY (8 HOURS)** $500 additional hours billed at hourly rate

**HALF DAY (4 HOURS)** $250 additional hours billed at hourly rate

**HOUR RATE** $70

**FREIGHT ROOM** only available upon special request at additional cost.

Adults must be present at all times.

**OUTDOOR PUBLIC RESTROOMS** 2 men’s, 2 women’s.

$100 flat rate for use of these facilities

**OCCUPANCY RATE OF LARGE MEETING ROOM** /approximately 745 square feet

Reception style with standing room at 5 sq. ft. per person 106 attendees

Classroom style seating with chairs only at 7 sq. ft. per person 146 attendees

Dining style with tables and chairs at 15 sq. ft. per person 50 attendees

**AVAILABLE FURNISHINGS**

6-feet folding tables: 20

Tall bistro tables: 3

Mahogany folding chairs (must be kept inside): 50

**RESERVATIONS** All reservations are accepted on a first come basis with half of the rental fee required to hold the reservation.

**RUSSELLVILLE TRAIN DEPOT**

**RENTAL & USER AGREEMENT**

**INDIVIDUAL/ORGANIZATION RENTING DEPOT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAILING ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF ORGANIZATION**

**PRIVATE\_\_\_\_\_GOV’T\_\_\_\_\_NON-PROFIT\_\_\_\_\_CIVIC\_\_\_\_\_CHURCH\_\_\_\_\_**

**INDUSTRIAL\_\_\_\_\_OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SET UP DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_START TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_END TIME:\_\_\_\_\_\_\_\_\_\_\_**

**EVENT DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_START TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_END TIME:\_\_\_\_\_\_\_\_\_\_\_**

**FURNISHINGS REQUIRED:**

**# OF TABLES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # OF CHAIRS\_\_\_\_\_\_\_\_\_\_\_DISHWASHER?\_\_\_\_\_\_\_\_\_**

**AREAS RENTED:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_LARGE MEETING ROOM (main entrance, kitchen, restroom)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_FULL FACILITY (main entrance, meeting room, kitchen, surrounding grounds, outside men’s and women’s public restrooms)**

**RENTAL RATE/TOTAL AMOUNT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**½ DEPOSIT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CK#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECEIVED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BALANCE DUE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CK#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I HAVE READ THE POLICIES AND PROCEDURES FOR THE USE AND CARE OF THE DEPOT. I AM 21 YEARS OF AGE OR OLDER, AND AGREE TO COMPLY WITH THE TERMS STATED IN THE DEPOT RENTAL AND USE AGREEMENT.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF RENTER DATE**

**RUSSELLVILLE TRAIN DEPOT**

**POLICIES & PROCEDURES**

**Please read the following user responsibilities:**

* **You** are responsible for all the event **set-up** and **clean-up**
* If you will not be present during the set-up and clean-up, you are still responsible We will need a point of contact for your event (contact info for your host/wedding planner/party coordinator)
* A depot attendant will be on site during your event to answer questions

They will not assist with set-up or clean-up

They will not sign for or pay for deliveries

They will not assist or serve your guests

* We do not provide party supplies or decor (such as tablecloths, centerpieces, placemats, plates, cups, napkins, utensils, serving items, food storage, etc)
* Your attendant will provide a rental checklist at the end of your event of everything that needs to be done before you leave.
* **You** are responsible for returning the facility to pre-event condition

**You** will be charged a cleaning fee based on professional custodial service if facility is not returned to pre-event condition

**You** will be charged for the cost of any necessary repairs or replacements of damages that occur during or as a result of the event.

**Please read the following venue policies:**

* **NO** tape, fasteners, command strips, tacks, nails, screws, or similar items are allowed on walls, wood trim, floors, ceilings, etc.
* Depot furnishings, artifacts, and decorations are **NOT** to be moved without prior approval from management
* Event decorations **CANNOT** block entrances/exits, fire extinguishers, or smoke detectors
* **NO** smoking allowed
* **DO NOT** drive stakes or objects into the ground
* The user will provide additional trash receptacles for larger events
* Street closings require a Special Event Permit submitted to the Russellville Police Department in advance