**LARGE MEETING ROOM**

Includes public unisex ADA-accessible restroom, access to the 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 is** only available upon special request at additional cost.

Adults must be present at all times.

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

$40/HR

**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.

**INDIVIDUAL/ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­**

**PHONE#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**TYPE OF ORGANIZATION:**

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

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

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

**EVENT DATE: \_\_\_\_\_\_\_\_\_\_\_\_ START TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_ END TIME: \_\_\_\_\_\_\_\_\_\_\_**

**AREAS RENTED:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_LARGE MEETING ROOM (This includes: main entrance, kitchen, restroom, 20 6ft rec tables, 3 bistro tables, and 50 mahogany chairs that must remain inside.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_FULL FACILITY (This includes: main entrance, meeting room, kitchen, surrounding grounds, outside men’s and women’s public restrooms, and 30 metal chairs.)**

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

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

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

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

**\*PLEASE NOTE THAT ALL FINAL PAYMENTS RECEIVED ON EVENT DAY MUST BE MADE IN CHECK OR CASH. OUR ATTENDANTS ARE UNABLE TO PROCESS CREDIT CARD PAYMENTS.**

**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**

Event Responsibilities:

* During your event, we'll have a depot attendant on-site to unlock the premises, answer any questions you may have, and provide guidance.
* You'll be in charge of all the event set-up and clean-up, making sure everything is just right. Table linens and décor are not provided.
* If you won't be able to be there during the set-up and clean-up, we kindly ask you to provide us with the contact info of your host, wedding planner, or party coordinator, so we have someone to reach out to if needed.
* Please note that event setup and breakdown will be included in your rented time.
* The venue should be cleaned up and restored to its original state.

Venue Policies:

* We kindly ask that you refrain from using tape, fasteners, or any items that could damage the walls, wood trim, floors, or ceilings. We want to keep the depot looking its best!
* If you need to move any depot furnishings, artifacts, or decorations, please check with our management team first.
* It's important to keep entrances/exits, fire extinguishers, and smoke detectors clear of any decorations to ensure everyone's safety.
* Just a friendly reminder that smoking is not allowed inside the depot, along with no open flames.
* We kindly ask that you avoid driving stakes or objects into the ground to preserve the depot's surroundings.
* For larger events, it would be great if you could provide additional trash receptacles to make sure everything stays clean and tidy.
* If you're planning on closing any streets, please submit a Special Event Permit to the Russellville Police Department at least 45 days before the event.
* There is an AED + First Aid Kit located in the kitchen.
* We do have fridge and freezer space available, but it is open for our personal use. Just keep in mind space may be limited.