

The Ellerslie Depot and Gazebo
4780 Harris Road
P.O. Box 12
Ellerslie, GA 31807
Ellersliedepot.com

Facility Use Policy

1. Applicants

The Undersigned agrees to rent from The Ellerslie Depot, a Georgia non-profit corporation, such facilities as listed herein:

- The Ellerslie Depot and Gazebo are available for use by all the residents, nonprofit organizations, civic clubs, businesses and nonresidents. A user fee is charged to offset utility costs and maintenance for the Depot, Gazebo, and grounds for any event.
- Applicants must be at least 21 years of age.
- A copy of the Applicant's driver's license must be provided to the Agent of the Ellerslie Depot with the completed User Agreement.
- Applications for groups of minors will be approved, only if the adult who fills out the form accepts the responsibility for supervision throughout use of the Depot, Gazebo, and Grounds.
- Applications may be made for private functions only. No applications will be approved for a teen activity or program or event that is opened to the public.

2. Premises

- The agent of the Ellerslie Depot agrees to grant Applicant use of Depot, Gazebo, and the grounds. Use is restricted to agreed upon areas, and any other access is not available.
- Use of the Ellerslie Depot and Gazebo are scheduled on a first-come first-served basis. The Ellerslie Community Auxiliary as well as The Depot Board Meetings and events are given first priority.
- Premises shall be available for occupancy from agreed upon time, and not continue beyond specified time in contract without written permission of the Ellerslie Depot Agent.
- Ending time for all events will be specified in writing in the appropriate section of the agreement and can be no later than midnight. All supplies, decorations, equipment, etc. provided by the applicant must be removed by such time unless other arrangements have been made in writing on the Facility Use Application.
- Use of the facility for storage or breakdown the following day is subject to a usage fee up to the full user fee amount per day of storage.

The Ellerslie Depot is not responsible for items left on its premises whether they belong to the Applicant or a vendor/supplier with whom the Applicant has contracted for rental equipment.

- Applicant may have access in the Ellerslie Depot parking area only. There will be absolutely NO parking at the Ellerslie Volunteer Fire Department. **ABSOLUTELY NO PARKING OR DRIVING ON FRONT LAWN.**

Any items left after the event with no prior arrangements made in this contract will be regarded as trash and removed.

- In order to maintain the heating and cooling in the building all doors and windows that open to outside areas must be kept closed. **The Heating should be left at 50 degrees. The Cooling should be left at 80 degrees.**

3. User Fees

- A \$50.00 deposit will be required of all renters. This deposit will be refunded within 30 (thirty) days after the scheduled event provided no damage occurred to the building or grounds, and provided the cleaning checklist is completed and left on the kitchen counter. This fee will be refunded if the premises are left clean and undamaged after the event. The applicant will be notified if the deposit check is to be used for clean up or damages.
- The rental rate for Depot use is \$125.00 for all renters. The Community Pavilion is rented through the Fire Department Chief. There is a \$25.00 charge to rent The Community Pavilion and is available on a first come first serve basis for the Community without charge if not reserved.
- All user fees are to be received by us within ten (10) days from the date of request.
- A \$50.00 fee will be charged for returned checks for any reason. Reservations will be automatically cancelled.
- The Ellerslie Depot Board of Directors reserves the right to change the Ellerslie Depot User fees at any time without notice.

4. User Conditions

- Applicant agrees to pay all listed fees and possible fees as identified in the contract.
- Applicant further agrees and understands that they are responsible for repair and/or replacement of damage to premises, fixtures, appliances, or landscaping resulting from the use of said premises.
- All Ellerslie Depot renters are responsible for clean up of the premises and removal of all trash. Clean up includes: (Please refer to checklist for complete cleanup Listing)
 - Sweep the complete interior of the Depot
 - Clean all surfaces in the kitchen area.
 - Wet Mop the Kitchen floor.
 - Wet Clean all tables used.
 - Remove all trash from the receptacles in the Depot, Depot decks, Gazebo and grounds.**All trash must be transported off of the Ellerslie Depot property.**
 - Please DO NOT leave any trash on the premises. You will be charged extra if trash has to be removed.
- In the event of damage where repairs cost more than the \$50.00 deposit, a bill for said repairs, minus the \$50.00 deposit, will be sent certified mail to the applicant at the address provided on the agreement. Payment is due upon receipt. After 30 (thirty) days of non-payment legal action will be taken. All legal costs incurred in the recovery of damages will be the responsibility of the Applicant.
- Deposit and full payment may be made by cash, check or money order payable to the Ellerslie Depot. All payments must be received within ten (10) days after the scheduling of the event. Please submit (2) two checks: One (1) Check for the Deposit and a separate check for the Rent. The rental check will be deposited to hold your event date.

The check for deposit will be held until after your event, at which time will be voided and returned upon positive inspection results.

- All payments in cash are to be made in person to the Ellerslie Depot Agent. A receipt will be provided when payment is received.
- If payment is not received in the allotted time frame, reservation request will be cancelled.

5. Cancellation Policy

- Cancellation of reservations must be a minimum of ten (10) days prior to the date of the event.
- Cancellations **will not** be refunded if they are **less** than ten (10) days before the event.

6. Applicant's Conduct

- Applicant shall not use, or permit on the premises, anything that may be dangerous to life or limb.
- Applicant, its offices, agents, employees, invitees, representatives, and/or guest, as well as any other persons that may enter, shall not deface or injure the premises or any part thereof, or do anything or permit anything to be done on the premises which shall create a nuisance or which shall injure the reputation of the Ellerslie Depot. Applicant shall observe all rules, regulations, codes, and ordinances established by the United States Government and the State of Georgia.

7. Sound and Noise

- Applicant shall not use any device or instrument, such as loudspeakers, radio broadcasts, or excessively bright or flashing light devices, the effects of which shall be audible or visible beyond the confines of the premises which may be reasonably considered disruptive to the community or its neighbors.
- The Ellerslie Depot Agent retains the right to determine the level of volume appropriate during events. Complaints from the neighbors or other violations of this section will result in immediate cancellation of event and loss of deposit.

8. Right of Access

- Any representative of the Ellerslie Depot may enter the premises at any time during the event and observe the Applicant's actions.

9. Security

- Security is not provided for any events or functions.

10. Food and Beverages

- Applicants are welcome to bring food and non-alcoholic beverages for any event.
- Alcoholic beverages are prohibited and may not be present, consumed, stored or purchased anywhere on the property. No illegal or illicit drugs may be present, consumed, stored or purchased anywhere on the property.
- No food or beverages may be left or stored in the cabinets or refrigerator after the event.

11. Decorations

- Glitter, confetti, seeds, and sparklers, are prohibited from use.
- The use of tape, wire, staples, nails, tacks, glue, and similar damaging items are prohibited from use for securing decorations to Depot surfaces because this is a historical building. The only item that is permissible to use for decorating is **the DEP Blue Stik putty strips** (available at the Home Depot). All decorations must be removed from the facility. If not completely removed, you will forfeit your deposit.
- The only use of candles and luminaries must be the LED lighted versions. **NO open flames of any type may be use in the Ellerslie Depot.**

12. Entertainment

- Live entertainment must be approved by the rental agent of the Ellerslie Depot at the time of application and contract signing.
- The Ellerslie Depot will not provide any equipment for entertainment.

13. Indemnification

- Applicant agrees to indemnify the Ellerslie Depot, its officers, directors, employees, and volunteers from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event and incurs and assumes all responsibility for all actions, losses, damages, claims, or liability caused by not adhering to the Ellerslie Depot's rules, policies, and guidelines (as established in the Ellerslie Depot Facility Use Policy).

14. Occupancy Restrictions

- Event logistics may prevent full use of event space, which will be determined by the Ellerslie Depot Agent.
- The Depot occupancy capacity is limited and cannot exceed 65 people.

16. Additional Restrictions

- Smoking is strictly prohibited at the Ellerslie Depot, and it is recommended that applicant inform all event guests of this policy. If anyone does smoke outside, please do not throw "butts" on the ground. Pick them up.
- Pyrotechnics (fireworks), firearms or weapons of any kind are prohibited.
BBQ Grills are prohibited on the decks. BBQ grills can be used on the asphalt spot in the back or in the parking lot.
Inflatables are prohibited on the premises.
- Pets (other than Guide Dogs for the visually impaired) are prohibited inside the Depot. Pets must be kept on a leash and supervised when on the grounds. Please remove all pet waste.
- Failure to abide by these policies will cause immediate cancellation of the event.

17. Set Up

- All set up for the event must be completed during the hours listed in the agreement and may not interfere with any other scheduled events. Any exceptions must be made during the time of contract signing by the Applicant and Agent of the Ellerslie Depot and are established in writing in the contract.

18. Grounds Maintenance

- Depot grounds maintenance is provided by volunteer labor from within the community. Therefore, grounds maintenance is not guaranteed for any scheduled event.

19.. Emergency Contacts:

Peggy Barkey	706-366-4255
Linda Pemberton	706-326-6998
Rosie Richards	706-575-6448

**Ellerslie Depot and Gazebo
Facility Use Application
4780 Harris Road
P.O. Box 12
Ellerslie, GA 31807
Ellersiedepot.com**

Application must be received within ten (10) days after the event request.

Application submitted on behalf of: Group, Individual or Organization (Circle One)

Name: _____
Mailing/
Address: _____

City: _____ State: _____ Zip: _____

Individual responsible for event:

Name: _____
Mailing/
Address: _____

City: _____ State: _____ Zip: _____

Driver's License Information: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Email: _____

Type of Event: (Circle One) Wedding, Reception, Rehearsal Dinner, Meeting, Birthday Party, Banquet, Educational Class, Family Reunion, Class Reunion, Other (Describe below).

Other: _____

Date of Event: Month: _____ Day: _____ Year: _____

Age Group: (Circle One) Adults, Teens, Children, and Mixed

Approximate Number of Participants: _____

Event Time: _____ to _____

End Time/Cleanup: NLT MIDNIGHT

Live Entertainment: (Circle) YES/ NO

If yes, describe: _____

Equipment to be used: (musical instruments, live band, CD player, amplifiers, microphones, etc.)

User Fees:

Rental rate per day: \$125.00

Deposit: \$ 50.00

Total Fees Due: \$ _____

Applicant's Initials: _____

Applicant Confirmation of Facility Use Policies:

The Deposit will be refunded within 30 (thirty) days AFTER event date to the address on the application or check if different, provided the facility is left in acceptable clean condition with no damages to the facility or grounds.

Applicant's Initials: _____

- Clean up includes:
- Sweeping the entire interior of the Depot.
- Clean up of all surfaces in the kitchen area.
- Wet Cleaning of all tables used.
- Removal of all trash from the receptacles in the Depot, Depot Decks, Gazebo and grounds. All trash is to be transported off of the Ellerslie Depot property. Please DO NOT leave any trash on the premises. You will be charged extra if trash has to be removed.
- The After-Event Cleanup checklist is to be signed by applicant and left on the kitchen counter.

Applicant's Initials: _____

In the event of damage where repairs cost more than the \$50.00 deposit, a bill for said repairs, minus the \$50.00 deposit, will be sent certified mail to the applicant at the address provided on the agreement. Payment is then due upon receipt. After 30 (thirty)

days of non-payment legal action will be taken. All legal costs incurred in the recovery of damages will be the responsibility of the Applicant.

Applicant's Initials: _____

Cancellation of reservations made a minimum of ten (10) days before the event will be fully refunded by mail within 30 (thirty) days to the address provided by the applicant on the completed agreement. Cancellations will not be refunded if they are less than ten (10) days prior to the event.

Applicant's Initials: _____

Deposits and full payment may be made in cash, by check or money order payable to Ellerslie Depot.

Applicant's Initials: _____

A \$50.00 fee will be charged for any returned checks for any reason. Reservations will be automatically cancelled.

Applicant's Initials: _____

Non-payment of rental fees, as set forth in this contract, will be grounds for cancellation of the reservation.

Applicant's Initials: _____

I have been provided with a copy of the Ellerslie Depot and Gazebo Facility Use Policy. I have read and understand the Policy, and I accept the Policy as legal and binding. I agree to pay all fees as stated in the Policy.

Applicant's Initials: _____

PAYMENT METHOD:

Cash: \$ _____ / Received by: _____ Date: _____

Check: # _____ \$ _____ / Received by: _____ Date: _____

Check # _____ \$ _____ / Received by: _____ Date: _____

Money Order: # _____ \$ _____ / Received by: _____ Date: _____

<p><u>FOR ELLERSLIE DEPOT AGENT USE ONLY:</u></p> <p>I, _____, have scheduled this reservation for the Ellerslie Depot and Gazebo and I will personally mark the date(s) on the Ellerslie Depot Calendar. I accepted payment in the amount of \$ _____ and will transfer all monies to the Ellerslie Depot Treasurer. I will be responsible for securing any further payments and making sure all aspects of this reservation are handled appropriately and in accordance with the Ellerslie Depot and Gazebo User's Policy.</p> <p>Signature: _____</p> <p>Date: _____</p>
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**ELLERSLIE DEPOT and GAZEBO
AFTER EVENT CHECKLIST**

(Please leave this on the Depot Kitchen Counter – Thank you)

Individual Responsible: _____

Phone Number: _____

Date of the Event: _____

Please initial:

_____ **The kitchen surfaces have been wet cleaned. The kitchen has been swept and wet mopped.**

_____ **The bathroom has been checked to make sure all toilets are Flushed, floors swept of debris and trash cans emptied.**

_____ **The Grand Room has been swept. The tables that were used Have been wet wiped. It is permissible to leave tables and chairs where they were upon arrival of your event. Any spills on the wood have been removed with a damp cloth.**

_____ **All decorations have been removed. All “Dep Blue Stik putty” has been removed.**

_____ **All trash has been removed from The Depot, Decks, Gazebo, and grounds.**

_____ **All accidents and/or damages occurring during your rental should have been immediately reported to one of the Emergency Contacts listed in the Facility Use Policy, page 5.**

_____ **The Air Conditioner has been left at 80 degrees/Heater has been left at 50_degrees**

Thank you for taking good care of the Ellerslie Depot, and we hope that you have enjoyed using our facility for your event. We hope that you will come back and that you will spread the word so that others may enjoy having their event with us!

**The Ellerslie Depot Board
January 1, 2018**