

# The Bradley Depot Rental Application

<b>Event Time &amp; Date</b>			
<b>Renter Information</b>			
<b>Contact name:</b>			
<b>Organization (if applicable):</b>			
<b>Event Type:</b>			
<b>Street Address:</b>			
<b>City:</b>	<b>State</b>	<b>Zip:</b>	
<b>Telephone:</b>	<b>Email:</b>		
<b>Set up/Rehearsal time &amp; date:</b>			
<b>Rental Information</b>			
<p><b>An alcohol permit <u>must</u> be obtained from City Hall if alcohol is <u>present</u> at your event</b></p> <p><b>The Depot is rented for <u>8 hours only</u>, between 8am-11pm. Additional hours can be purchased for \$100/hour to be added to the start time of the event.</b></p>			
<p>A non-refundable deposit in the amount of Five Hundred Dollars (\$500) payable to the City of Carrollton by bank check, personal check or money order is required to reserve your event date. Please deliver your deposit along with a completed copy of this agreement to the Main Street Office at 115 Rome St. Carrollton GA, 30117 to reserve your desired date. The deposit will then be credited against any outstanding balance owed by you to the City for this event. <b>The total cost (including deposit) to rent the Depot is \$1500.00. The cost for any additional hours will be charged at \$100/hour.</b></p> <p>You must agree to furnish the City with <b>your layout diagram, banquet order form and catering authorization form at least 4 weeks prior to your event</b> so that we can make any necessary changes to the set up and breakdown of the event.</p> <p><b>Your rental fees must be paid in full <u>thirty (30) days</u> prior to the event.</b> All renters must fill out a <b>Credit Authorization Form</b> prior to their event, or have this form filled out by their chosen caterer. This form is in lieu of a damage deposit and your credit card may be charged if any excessive damage is sustained to the Depot during your event, or if you exceed your rental period.</p>			
<b>Application Submission Information</b>			
<b>Submit application, documents, and checks to the Main Street Office</b> <b>115 Rome Street, Carrollton GA 30117</b>		<p><b>Make checks payable to the City of Carrollton</b></p> <p><b>Alcohol present at event?    Yes        No</b></p>	
<b>Rental Notifications</b>	By signing this form you agree to follow the rules and regulations set forth in this depot rental packet. No exceptions will be made to this agreement. Please contact the Main Street office at (770) 832-6901 with any questions or concerns.		
<b>Cancellations/Refunds</b>	Cancellations must be made in writing at least 14 days prior to your event. The \$500.00 deposit is non refundable. Cancellations made within 14 days will forfeit entire rental amount of \$1500.00		
<b>Applicant Signature:</b>			
Date received		Banquet Order Form:	
Total amount owed		Event Layout:	
Balance		Catering Auth. form:	
Final payment date			