



The Depot on Bradley

2019 EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Contact Name (Bride and Groom for weddings): _____ Company: _____

Additional Hours: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Name: _____ Number of Guests: _____ Alcohol Present at Event?: _____

PACKAGES (Please select one):

Weddings and/or Receptions:

- SET UP OF TABLES AND CHAIRS INCLUDED: \$2,500
- NO TABLES AND CHAIRS SETUP: \$2,000
Friday - Sunday

Special Events:

- SETUP OF TABLES AND CHAIRS INCLUDED: \$2,000
- NO TABLES AND CHAIRS SETUP: \$1,500
Friday - Sunday

Weekday Events:

- SETUP OF TABLES AND CHAIRS INCLUDED: \$1,000
- NO TABLES AND CHAIRS SETUP: \$750
Monday – Thursday

NOTE: Rental time is based on four (4) hours the day before your event and eight (8) hours on the day of your event. Weekday rentals include two (2) hours for set up and four (4) hours for the event. It is inclusive of load-in and load-out. It is understood that your time needed may be shorter than the time given. Nonprofit rate (Friday – Sunday only): 25% off – must submit proof of nonprofit with application.

The Depot on Bradley office hours:

Monday & Tuesday 3pm-6pm

Thursday 8:30am-1:30pm

Friday 8:30am-5:30pm

RESERVATION Requirements:

- Filled and signed rental contract and a non-refundable deposit in the amount of \$500 must be received to reserve your date(s) and time(s).
- An additional \$250 refundable cleaning deposit required at the time of booking.
- Payments should be made to CITY OF CARROLLTON. Check and credit cards (Visa and Mastercard) are accepted. NO CASH WILL BE ACCEPTED.
- The balance of the rental fee is due thirty (30) days prior to the event.
- A copy of your Special Events Permit is due no later than thirty (30) days prior to your event.

CANCELATIONS:

The \$500 deposit required at booking is non-refundable. Cancellations made 25 or fewer days before the event are not eligible for refunds.



city of carrollton
office: 770-832-6901
mainstreet@carrollton-ga.gov

315 Bradley Street, Carrollton, GA, 30117
PO BOX 1949, Carrollton, GA, 30112



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PLEASE INITIAL AND DATE THE FOLLOWING THREE PAGES

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to ensure all parties understand the rental requirements provided for everyone’s safety and to keep THE DEPOT ON BRADLEY a well-maintained location for future use.

DEPOSIT/RENTAL FEES

A signed contract and a non-refundable deposit in the amount of \$500 must be received by the staff to reserve your date(s) and time(s). The remaining balance of your rental fee is due thirty (30) days prior to your event. No terms are implied or granted and no event activity will be allowed to commence until full payment is received. There is also a \$250 refundable cleaning deposit that will be refunded within 30 days after your event, provided THE DEPOT ON BRADLEY is left in a clean and orderly manner and all regulations set forth in this contract are followed.

PERMITS

A special event alcoholic beverage permit or license is required for ALL renters expecting to have alcohol on the premises and is due no later than thirty (30) days prior to the event. Renter must also provide a copy of the Special Events Permit on the day of the event to the staff of THE DEPOT ON BRADLEY, before alcohol can be brought into the building. Permits and license are obtained at City Hall.

LIABILITY

Renter agrees to indemnify, defend and hold THE DEPOT ON BRADLEY/THE CITY OF CARROLLTON and its staff harmless of and from any liabilities, costs, penalties, or expenses arising out of/and or resulting from the rental and use of the premises.

In the event of THE DEPOT ON BRADLEY and THE CITY OF CARROLLTON are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay THE DEPOT ON BRADLEY and THE CITY OF CARROLLTON all reasonable attorney fees, court fees and costs of suit incurred by THE DEPOT ON BRADLEY and THE CITY OF CARROLLTON, including all collection expenses and interest due.

CATERING STANDARDS

Kitchen Policy – THE DEPOT ON BRADLEY kitchen space is a production space and is to be used for final food presentation, plating and bussing only. Please note that THE DEPOT ON BRADLEY does not provide dishes, glassware, pots, pans, knives or utensils. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists posted in the kitchen production area. Caterers must remove all trash, composting and recyclables from the building and place in the dumpster behind the building.

Failure to remove or clean will result in forfeiting of cleaning deposit.

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CAPACITY

- Grand Hall – 25 tables, 8 to 10 chairs per table
 - Back Ballroom – 6 Tables, 8 to 10 chairs per table
 - Both rooms - 31 Tables, 8 to 10 chairs per table
- Note: Both rooms are included in your rental.

PROVIDED TABLES AND CHAIRS/SETUP

THE DEPOT ON BRADLEY provides:

- (300) White slatted banquet style chairs
- (30) 72" Round white tables
- (12) 6'x30" Rectangle tables
- (4) 48" Round white tables
- (7) 44" H x 32" Round white tables
- (1) 4' solid Oak bar on wheels.

The setup of the tables for your event is included in the price, but renter must provide a layout diagram thirty (30) days prior to the event which must be signed and acknowledged by THE DEPOT ON BRADLEY staff. THE DEPOT ON BRADLEY does NOT provide tablecloths or linens of any kind.

SITE DECORATION

THE DEPOT ON BRADLEY wants to make every event here a special and welcoming experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. NO glitter or confetti is allowed on site. Only low tack tape is allowed on our floors and walls. Any damage to the facility will be charged to the renter after the event.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building, including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have an in and out privilege. Conduct deemed disorderly at the sole discretion of THE DEPOT ON BRADLEY and THE CITY OF CARROLLTON staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made.

FIRE SAFETY & EMERGENCY EXITS

In case of emergency, the three (3) sliding doors located under the emergency exit signs must remain open during the remainder of the event. No pyrotechnic devices, smoke/fog machines or open flame are allowed in the venue. Candles may be used if side glass enclosure fully extends beyond flame height.

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LOAD-IN/LOAD-OUT AND STORAGE

All load-ins must take place within the designated timeframe selected by the renter. All load-outs must take place at the conclusion of your event. THE DEPOT ON BRADLEY is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client’s representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) crated by deliveries must be removed and disposed of by rental company, client or client representative.

Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. NOTE: It is not the responsibility of THE DEPOT ON BRADLEY to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL

THE DEPOT ON BRADLEY will provide a clean and orderly condition prior to your event. Although we will take down the tables and chairs following your event, we ask that you remove all trash and debris from the building and place in the dumpster behind the building.

All decorations and external equipment must be removed immediately following your event.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State and Federal laws and shall conduct no illegal act on the premises. This is a drug free facility at all times. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees to ensure alcoholic beverages are consumed in a responsible manner. THE DEPOT ON BRADLEY reserves the right, in its discretion to expel anyone who is, in their judgement, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act of jeopardizing the right, use, permit, or insurability of THE DEPOT ON BRADLEY or the safety of its staff, guests or building contents.

ENTRY AND EXIT

Renter agrees that THE DEPOT ON BRADLEY and THE CITY OF CARROLLTON staff may enter and exit premises during the course of the event. A representative of THE DEPOT ON BRADLEY will be on site during the entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. A staff member will also be checking the bathrooms, the overall premises, replenishing hand towels and toilet paper and will be available for questions or to respond to needs or issues that may arise at any time.

LOST AND FOUND

THE DEPOT ON BRADLEY and THE CITY OF CARROLLTON take no responsibility for personal effects and possessions left on premises during or after any event. However, we do maintain a lost and found and will hold recovered items up to thirty (30) days. Every attempt will be made to return any recovered items to its rightful owner.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should THE DEPOT ON BRADLEY or THE CITY OF CARROLLTON be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. We are happy to provide professionally created images of our space for promotional materials.

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Check List Prior to event

- ___ Secured event date by submitting contract and \$500 + \$250 deposits.
- ___ If adding hours, notified Depot Staff of new set up times 30 days prior to event.
- ___ Paid balance in full (including any additional hours needed) 30 days prior to event.
- ___ Submitted layout of tables and chairs to Depot Staff for desired set up 30 days prior to event. If not submitted on time, renter will assume responsibility for table and chair set up.
- ___ If serving alcohol, obtained special event permit through City Hall at 770-830-2000 and submitted copy to Depot Staff no later than 30 days prior to event.
- ___ If any last-minute changes are made, you MUST notify Depot Staff.

Check List day of event

- ___ Kitchen must be wiped down, swept, and refrigerator must be emptied.
- ___ All trash must be removed and placed in the dumpster. No trash may be left in the building.
- ___ No debris may be left on floors.
- ___ No food or beverages may be left on floors, tables, or any other surfaces.

*Failure to follow check list will result in forfeiting of \$250 cleaning deposit.

Acknowledged, Agreed and Authorized by Renter: _____ Date _____
PRINT NAME

SIGNATURE

Acknowledged and Agreed by THE DEPOT ON BRADLEY: _____ Date: _____



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