

Historic Ringgold Depot Rental Agreement

Applicant Information

Date of Application: _____ / _____ / _____

Name / Organization _____

Mailing Address: _____
Street City State Zip

Deposit Return Address: _____
(If different from above) Street City State Zip

Phone: () - Email: _____

Reservation Information

1) Date of Event: _____ / _____ / _____ (office use only/see attached) Initial

2) Equipment Rental _____

3) Purpose of event or meeting? _____

Rental Fee:		
Equipment:		
Total:		

4) Do you have a setup for the tables and chairs?
 No Yes If you answered NO, you will need to consult with the Depot Manager no later than two weeks prior to your event.

5.) Will alcohol be served at this event? No Yes **If you answered yes, an additional refundable deposit (\$200), processing fee (\$50) and application will be required. Paperwork must be returned to City Hall 15 Days prior to your event. Please refer to the Preferred Caterer or Concessionaire application.**

I have read, understand and agree to the above policy _____

Conditions of Agreement (READ ALL ATTACHMENTS BEFORE SIGNING)

- The undersigned acknowledges a receipt of the Historic Ringgold Depot Rental Information Sheets attached to this application and further understands and accepts the terms and conditions including rental rates, deposits, fees and penalties and further agrees to adhere to all regulations and conditions contained therein.
- The undersigned will hold the City of Ringgold, its officials, agents and employees exempt and harmless from any injury to persons or property arising from the use of the Historic Ringgold Depot / Depot Community Room as described in this application.
- The undersigned will further indemnify and hold the City of Ringgold, its officials, agents and employees exempt for any and all loss, expense, damage, reasonable attorney's fees, claims and demands arising out of the undersigned's use of the premises as stated in this application.
- The undersigned further acknowledges that they may **be personally responsible for any damage or destruction of the Historic Ringgold Depot and premises during the period of use by the undersigned and/or organization which the undersigned represents.**

Print Name _____ Signature: _____

OFFICE USE ONLY			
Deposit Paid: date: _____	amount: _____	check# _____	Cash: <input type="checkbox"/> CC: <input type="checkbox"/>
Rental Paid: date: _____	amount: _____	check# _____	Cash: <input type="checkbox"/> CC: <input type="checkbox"/>
Key Picked Up by: _____	Date: _____	Key #: _____	

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Deposit & Payment Information

\$200.00 Refundable Deposit is required in order to complete this reservation. This \$200 Deposit will not be counted toward any rental or equipment fees listed in this application. Your event will not be recognized until the deposit AND a completed application is submitted to our office.

- Your refund will not be processed until the rental key has been returned to City Hall. The Key may be dropped off at the front desk during normal business hours or placed in the bill drop-box on the side of City Hall.
- Please allow up to 30 Days for the return of the deposit.
- Failure to fulfill any of the obligations for proper use and clean-up of the facility will result in the forfeiture of some or all of your deposit. This includes but is not limited to, any damages, trash removal, or other rules violations as stated in this application.
- All Rental fees must be paid **no later than 2 weeks before the event**. Failure to complete this payment may result in the cancellation of your reservation and **you will forfeiture your deposit**.
- Rentals are on a "first-come, first-served" basis and additional time will not be deducted from scheduled events nor will city employees make requests of other renters.
- The time that your party will have access to the facility is as listed below and is final.
- Set-up, decoration or cleaning time will not be included beyond your paid reservation time.

PLEASE CIRCLE YOUR RENTAL REQUEST

	<u>Daytime Rental</u> (8am - 5pm)	<u>Evening Rental</u> (6pm - Midnight)	<u>All Day Rental</u> (8am -Midnight)
Monday	\$75.00	\$75.00	\$150.00
Tuesday	\$75.00	\$75.00	\$150.00
Wednesday	\$75.00	\$75.00	\$150.00
Thursday	\$155.00	\$175.00	\$330.00
Friday	\$725.00 (8:00am to Midnight)		
Saturday	\$725.00 (8:00am to Midnight)		
Sunday	\$600.00 (8:00am to Midnight)		

For any event, you have the option of also accessing the Depot's sound and projector system for presentations, displays, speeches, or music. Listed below are the prices for those options:

PLEASE CIRCLE YOUR RENTAL REQUEST

<u>Options:</u>	<u>Price:</u>
Projector Only (computer/laptop system not included)	\$50
Small Sound System Only (microphones and plugs for digital devices)	\$50
Projector + Sm. Sound Combo (microphones, plugs, DVD player)	\$75
Concert System (min. 2 hours operation; \$20 per additional hour)	\$100
Concert System for full day Rental	\$200

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Cancellation Policy

- A written cancellation must be submitted to Ringgold City Hall no later than **14 days** prior to the event to be eligible for a refund of both the \$200.00 deposit and any paid rental fees.
- A written notice of cancellation that is received **7-13 days** prior to the event will forfeit their deposit and 50% of their paid rental fees.
- If a cancellation notice is received less than **7 days** prior to the event, the applicant will forfeit their \$200.00 deposit and all paid rental fees.

Initial here: _____

Rules & Regulations for Events

- **Applicants MUST call City Hall at (706) 935-3061 at least 1 week prior to the event to confirm setup and opening time. City Hall is located at 150 Tennessee St. Ringgold, GA**
- The City of Ringgold reserves the right to prohibit any use of the Ringgold Depot which is contrary to public safety and welfare.
- Adult supervision must be present at all times. Applicants must be 21 years of age or older.
- Designated City of Ringgold Officials or employees have the right to enter the facility at any time.
- The City of Ringgold reserves the right to revoke a reservation of the Ringgold Depot at any time due to misconduct, falsification of information on application, misuse of property or failure to comply with all federal, state, and city laws, ordinances, rules or regulations by any individual, group or organization.
- **Weekend applicants must pick up their keys from City Hall the Friday before their event.**
- Holiday décor will be used to decorate the Depot interior in late November until January.
- Any costs associated with cleanup or repairs resulting from the renter's scheduled event, will be deducted from their \$200.00 deposit. In the event the deposit will not cover the cost of cleanup or repairs, the renter will make arrangements with the City of Ringgold to pay any and all costs for adequate reparation of damages.
- All activities conducted must be in compliance with all laws, ordinances, rules, and regulations of the Federal Government, the State of Georgia, and the City of Ringgold.

PROHIBITED ACTIVITIES

- **No items may be glued, pasted, taped, nailed, stapled, or painted to the depot interior at any time.**
- No outside tables, chairs, stands, equipment, or other furniture is allowed in the depot without written permission of city staff.
- Do not move or reposition tables and chairs. Do not drag, push or pull tables and chairs.
- No non-cushioned, wheeled or ball bearing device will be allowed on the depot floors.
- No flammable or pyrotechnic items are allowed in the depot.
- No smoking. (Cigarette butts are to be disposed of outside the building in the receptacles provided by the City.)
- **No alcoholic beverages will be allowed without completion of a Preferred Concessionaire Application. Ask City Staff about how to complete this application.**
- No animals (except for those assisting the disabled or handicapped persons).
- All use of clogging, tap, or other abrasive shoes must be confined to the stage area.
- Do not destroy, dispose of or remove any Ringgold depot decor or signage.
- **ANYTHING THAT PERMANENTLY ALTERS THE DEPOT IS NOT ALLOWED.**

I _____, as representative of all guests during my reservation, understand and agree to abide all of the rules, regulations, and agreements regarding the proper use and clean up of the Ringgold Depot.

Print: _____

Sign: _____

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Instructions for Cleaning the Depot

The best policy for your event is to leave the Depot clean and in the exact same conditions as it was rented

The utility closet containing brooms, mops, light & fan controls, dimmers, ice machine and other cleaning utensils is located in the hallway next to the restrooms.

Step 1: All tables and chairs will be left in place to be removed by city employees.

Step 2: Remove all trash, food, decor, linens or other items from the tables, stage or counters.

Step 3: Wipe down all tables, chairs, and countertops.

Step 4: Make sure that all commodes are flushed and there is no loose toilet paper / towels on the bathroom floors, sinks, or counters.

Step 5: Sweep floors and mop any spills with water (**do not use any chemicals on wood floors**).

Step 6: Dispose of all trash properly. Bag all trash, inside and outside, and place in green City trashcans on sidewalk next to street.

Step 7: If you change the temperature, reset it to its original temperature.

Step 8: Return all cleaning supplies to the utility closet.

Step 9: Turn off all lights, fans, sound, projector, or other electronic equipment used for the event.

Step 10: Lock all doors and return your key card to the office at City Hall (if this is a night or weekend event you may return your key during the next available office hours or in the water-bill drop box).

KEEP A COPY OF THIS FOR YOUR EVENT TO BE SURE YOU DON'T LOSE YOUR DEPOSIT

By signing below I, the undersigned, accept and understand the following: If there is any cleaning or repair expense resulting from the event, the City of Ringgold reserves the right to deduct the cost from the deposit before a refund is given.

After the completion of an inspection by a designated City Official to confirm that all rules, regulations, and procedures for the event were properly observed the City shall refund the event Deposit.

Print: _____

Sign: _____