

Fayetteville Depot Reservation

The Fayetteville Depot is a multi-use facility located at 250 Lanier Avenue East, Fayetteville, GA. (mailing address is: 240 Glynn Street South) and is available for use by the public subject to the conditions of the policies stated below. The facility is handicapped-accessible and will seat 60 to 75 persons in a banquet type arrangement. Total capacity permitted by the Fire Department is 110 – that is standing with no tables or chairs set up.

The Following Conditions Must Be Observed In Using the Depot:

1. Individuals reserving the Depot must be at least 21 years old and must present a valid driver's license for age verification. Children and teenagers shall not be left unattended on the premises without adult supervision. **Any event hosting individuals under the age of 21 must have a minimum of one chaperone per 15 attendees. Additionally, any events for teenagers between the ages of 13 and 20 are required to have the above mentioned chaperones as well as hire security through the City of Fayetteville Police Department at the rate of \$30 per hour/4 hour minimum.** Other events may require security if determined necessary through the Main Street department. Please contact Lynne Cook at the Police Dept. to schedule an officer. 770-719-4270.
2. The Depot may not be used for commercial activities by for-profit organizations unless the event/activity is pre-approved by Main Street Tourism Association. The Depot may not be leased or rented on a long-term basis during designated Prime Time Days. Prime Days are defined as Fridays, Saturdays or holidays. Sunday through Thursday long-term rentals are limited to 3-month increments. Non-profit organizations are required to pay full rates on Prime Time Days which are Friday, Saturday and Holidays. In addition, Main Street Tourism Assoc. reserves the right to cancel any reservation for use of the property if it deems doing so to be in the best interests of the City, general public or those holding the reservation.
3. **NO SMOKING inside the Depot or on any part of the porch area. Smokers will need to go to the grassy area across the parking lot to smoke.**
4. Use of the Depot may be scheduled from 8:00 a.m. until 11:00 p.m. - seven (7) days a week. **Arrangements for use and viewing of the Depot, including key pick-up and drop-off must be made through Joyce Waits or Julie Herbert located at the Old Historic Courthouse in Downtown Fayetteville.** An application form must be completed and a security deposit of \$100.00 must be paid before reservations can be confirmed.
5. All groups or individuals reserving the Depot are responsible for paying a \$100.00 security deposit at the time of application. The deposit is fully refundable following satisfactory inspection of the premises after the rental by City personnel. **The key to the Depot must be placed in the "key drop box" located in the front of the building after the event. A lost key will automatically result in forfeiture of the \$100.00 security deposit.**

6. Certain fees and charges may be imposed for groups, organizations, individuals or families whose activities are not open to the general public. The following charges for use of the Depot is listed below.

- a. City-sponsored programs and community education programs open to the general public – NO CHARGE
- b. Non-profit Organizations: NON-PROFIT RATES NOT AVAILABLE ON FRIDAYS, SATURDAYS AND CITY-HALL RECOGNIZED HOLIDAYS.

Deposit \$ 100.00 (Refundable see rules & regulations) No Discount

**Rental Fees \$ 225.00 1 - 4 Hours Sunday - Thursday 50% Discount
(excluding holidays)**

**Rental Fees \$ 450.00 6 + Hours Sunday - Thursday 50% Discount
(excluding holidays)**

Non-profit Organizations – Must provide a copy of non-profit status at time of making application.

- c. Club meetings, meetings of private organizations and groups not open to the general public, family gatherings, teas, showers, social functions, private parties, weddings and receptions will incur a fixed rate of:

Deposit \$ 100.00 Refundable (see rules & regulations)

Rental Fees \$ 225.00 1 - 4 Hours

Rental Fees \$ 450.00 6 + Hours

Audio Visual \$ 50.00 1 – 4 Hours

 \$ 75.00 5 + Hours

Deposit is due upon making application to confirm the date and time. **Rental fees are due two weeks before event. After being notified that your rental is due, if payment is not made within 24 hours, your event will automatically be cancelled and your deposit forfeited. If event is less than two weeks, only cash or credit card may be received. If notice of cancellation is received less than one (1) month prior to date of reservation, the deposit will be forfeited.**

7. Renters may pay an additional set-up fee of \$50.00, one hour prior to their event.

8. While Main Street Tourism Assoc. is pleased to have the Depot available for public use, care should be taken to prevent damage. The users shall be liable for all damages to City property while the Depot is being utilized. **NO MATERIALS are to be Tacked, Stapled, Nailed, or otherwise affixed to the Walls, Floors or Ceilings or Ceiling FANS – this includes Balloons.** Damages to the walls, paint, floor coverings, tables, chairs, fixtures, plumbing, electrical, kitchen equipment, landscaping or any other interior and exterior content, fixture and furnishing of the Depot must be compensated for by the individuals renting the property. **If you place any type of sign or balloons on DEPOT SIGN – they MUST be Removed after your event is over.**
9. Those reserving the Depot are responsible for setting up the room and returning the room the way it was originally found, including tables and chairs and turning off the lights and locking the doors upon leaving. ALL GARBAGE AND TRASH must be removed from the Depot and placed in the dumpster provided behind the Depot. DO NOT PUT TRASH IN ANY OF THE SURROUNDING BUSINESS' DUMPSTERS OR THEIR TRASH CONTAINERS, OR YOUR \$100.00 DEPOSIT WILL AUTOMATICALLY RESULT IN FORFEITURE. The refrigerator, kitchen equipment, tables, chairs, and counters must be wiped clean.
10. Main Street Tourism Assoc. reserves the right to refuse the use of the Depot to any individual or group which has failed to comply with any of these conditions on previous occasions.
11. Main Street Tourism Assoc. is not liable or responsible for any personal items or materials left in the Depot.
12. **A Check List will be given to you at the time you pick up the key for your event. If you do not return the signed Check List with the key in the locked black box on the front porch, your refund will not be returned until the Check List is provided.**

For Emergency Use ONLY Contact:

Cell Phone 770-314-7289 – Joyce Waits
Cell Phone 770-480-1314 – Brian Wismer
Cell Phone 470-629-2797 – Julie Herbert
Cell Phone 678-438-6040 – Ricky Banea

Updated 11/7/2016

FACILITY FACTS:

- Dimensions – 43' Long x 24' Wide
- Handicapped-accessible
- Seats up to 60 - 75 persons in a banquet-type setting
- Total capacity permitted by the Fire Department is 110
- 6 - 60" inch Round Tables (seats 6)
- 4 - 6ft. Banquet Tables (seats 8)
- 4 – 6 ft. Board Tables (smaller dimensions and would be best for food)
- 85 White Folding Chairs
- Refrigerator
- Microwave
- 2 Restrooms
- Small Stage Area
- Outside Caterer Allowed
- Audio Visual Equipment Available Upon Request at an additional charge