

**EVENT SPACE RENTAL AGREEMENT AND CONTRACT**

**PLANNING, POLICIES AND REGULATIONS**

Tell City Depot  
333 7<sup>th</sup> Street  
Tell City, IN 47586

Event Date: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_

Single Event or Multiple Days/Night: \_\_\_\_\_

Anticipated number of Attendees: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ (Building Capacity is 150 maximum)

Client(s)/Corporation: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\*Credit, Cash, Check, and Money Orders are accepted. (PAYMENTS SHOULD BE MAKE TO PERRY COUNTY CONVENTION & VISITORS BUREAU)

Hold/Damage/Cleaning Deposit (\$100 Refundable) Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Rental Payment Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Additional Time Desired or Additional Set-Up Time Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

Projector Rental \$25/Per Day Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Method: \_\_\_\_\_

No refunds will be paid 30 days prior to an event, as your agreement to rent the Tell City Depot Event Room on this date may cause the loss of additional bookings of business. See attached Guidelines for a complete list of deposit requirements.

**The possession, use or sale of alcoholic beverages on the premises is strictly forbidden unless the Renter hires or uses a caterer with an appropriate Alcoholic Beverage Commission license to provide services at the Premises including the provision of alcoholic beverages.**

**Alcohol will be served** \_\_\_\_\_

**Alcohol will not be served** \_\_\_\_\_

All balances must be payable to the Perry County Convention & Visitors Bureau in advance of the event. (If the balance has not been paid by the commencement of the event, the Perry County Convention & Visitors Bureau has the right to cancel your event.)

**\*A SIGNED AGREEMENT AND HOLD DEPOSIT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIMES\***

I/We have read, accept and agree to abide by the "The Depot Event Room Policy," a copy of which is attached to this application. I/We agree that the Renter/Organization shall be responsible for any damage sustained to the Depot premises, as a result of actions by renters and/or guests.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged, Agreed by the Perry County Convention & Visitors Bureau: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

DEPOSIT PAID: DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

PAID IN FULL DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

KEYS CHECKED OUT DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

KEYS RETURNED DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

DEPOSIT RETURNED: DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

***The Depot Event Room***

***POLICY***

***Tell City Depot***

***333 7<sup>th</sup> Street***

***Tell City, IN 47586***

**Renter is obligated to read the contract in full**

**DEPOSITS**

- Renter will pay a **damage/cleaning** deposit of \$100, in addition to the rental charge of the facility.
- If the condition of the facility is less than acceptable, or damage has occurred, renter may forfeit the \$100 deposit. Owner will make that determination upon inspection.
- The deposit must be made to hold the event date.
- Cancellation of an event, 60 days or more, prior to the event date your full deposit will be returned.
- Cancellation of an event, 45 to 30 days, one-half of your deposit will be returned.
- After 30 days, none of your deposit will be returned.
- The facility must be cleaned and all property of renter must be removed on the day of the event, unless prior arrangement in writing has been made.
- Deposits will be returned within 6 weeks of your event.

**EQUIPMENT USE**

- No property belonging to the Depot Event Room (chairs and/or tables) may be taken outside of the building.

**GUIDELINES**

- All trash must be **removed and placed in the dumpster** located at the end of the parking lot, next to the floodwall, including any trash created by renter on exterior lawns and/or parking lot.
- All items belonging to the renter must be **removed** before vacating the property.
- Any kitchen equipment or utensils used, belonging to the Depot Event Room, such as coffee pots, or serving trays, must be cleaned and stored.
- All tables must be **cleaned** after use and the chairs must be **placed on top** of them.
- Do not leave food in the refrigerator.
- Please turn off all bathroom and event room lights, prior to leaving.
- Please make sure all doors and windows are locked.
- **Sweep the floor.** A broom, dustpan and mop are available in the kitchen.
- If you adjusted the 3 thermostats, please return them to their original position.
- Two 55 gallon trash bags are in the trash containers and 4 smaller bags are in the pull-out kitchen trash containers. Any additional trash bags must be provided by renter.
- Keys must be returned by 2<sup>nd</sup> business day after the event.

**DECORATIONS**

- NO decorations are to be hung, thumbtacked, push-pinned, stapled, or taped on the walls, window frames, blinds, woodwork or ceilings.
- NO poster putty is to be used on the walls.
- You may use tape on the window glass ONLY

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*The Depot Event Room is a smoke-free facility and no smoking is permitted within 8 feet of any outside entrances.*

*This policy and procedure list may be revised at any time, at the discretion of the Perry County Convention & Visitors Bureau.*

*In case of an emergency, or you have a problem, contact information for the Perry County Convention & Visitors Bureau is located on the side of the refrigerator, along with a copy of this policy.*