

# 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: \_\_\_\_\_

Estimated 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### OFFICE USE ONLY

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. INITIAL BELOW**

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

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

**PROVIDING ALCOHOL AT YOUR EVENT WITHOUT APPROPRIATE LICENSED BARTENDERS WILL FORFEIT YOUR ENTIRE DEPOSIT**

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\***

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

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  
RENTAL POLICY  
TELL CITY DEPOT  
333-7<sup>TH</sup> STREET  
TELL CITY, IN 47586**

## **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**
- **NO tape of any kind on the event room floor.**

We have a beautiful event facility. In the past our renters have broken the rules about decorating and damaged the walls and woodwork.

We regret that we have to enforce these rules so strictly, but we must because of this.

**If you do tape anything to the walls, window frames, blinds, woodwork or ceilings you will forfeit your entire deposit.**

If you have someone else decorate and they violate the rules - you are still responsible for them.

I understand the above Depot rules concerning rental of the facility:  
I have seen the rule concerning command strips:

Renter \_\_\_\_\_

Date of event \_\_\_\_\_

**MUST BE SIGNED PRIOR TO RECEIVING KEY**

***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 trash bin** located at the far-left corner of the building, next to the pavilion, 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 stacked along the wall.**
- 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.
- Three 55 gallon containers and 4 smaller trash cans (in the pull-out kitchen trash containers) have bags. Any additional trash bags must be provided by renter.
- Keys must be returned by the next business day after the event.
- Burning candles are **prohibited**.

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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.*