

Oglethorpe County Chamber of Commerce, Inc.

In the Historic Depot (ca 1848) located at 1158 Athens Road
Contact us at - PO Box 56 Crawford, Ga. 706-743-3113

Depot Rental Agreement

Check this box if you are an OCCC Member

Date of event _____ Event Party/Dinner Wedding/Reception Meeting
Type Sale/Auction Non-Profit Other # to attend _____

____ 3 hour rental (\$150.00) Members (\$100.00)
____ ½ Day rental (\$300.00) Members (\$200.00) _____ 8AM to 4PM or _____ 4PM to Midnight
____ Full Day rental (\$500.00) Members (\$350.00)

A security deposit of \$300.00 is required to be placed on the calendar. The deposit will be returned or void if facility is left in clean condition, with no damage, and all **HVAC** is turned off when you leave.

There will be an additional charge if you need to decorate/setup the day before your event. Rental times include set-up and clean up time.

Facilities to be used: Depot hall Depot deck Depot lawn* Park* Additional electricity required*
 Kitchen* Outside rental-chairs, tables, other. NOTE: Renters totally responsible for all outside rental materials.

* Charges may be added to total rental costs for any of the above additional items with asterisks.

1. The undersigned is of legal age, is competent and authorized to enter into the following agreement.
2. The undersigned, in both their representative and individual capacities, will be responsible for the conduct of everyone who attends the function for which the Depot and/or other facilities is rented.
3. All laws and ordinances of the United States, the State of Georgia, Oglethorpe County and the City of Crawford will be obeyed by all in attendance at this function at the Depot. Any law enforcement officers, security personnel or representatives of the Chamber of Commerce may make a visit or remain at the function at the Depot at any time to enforce applicable laws, the terms and conditions of this agreement or to monitor activities at the Depot.
4. There shall be no illegal drugs or illicit substances present, nor used or consumed on the premises. No alcoholic beverages shall be consumed outside of the building. No persons in attendance shall be intoxicated nor visibly under the influence of alcohol or drugs. A violation of any of these provisions shall constitute cause to immediately close the Depot and shall also cause the **loss of the deposit**.
5. There shall be no loud, boisterous or disorderly conduct in, at or around the Depot.
6. The undersigned will be responsible for the cleanup of any and all trash in the Depot as well as outside the building, in the parking areas, in the park and all around the Depot resulting during the rental. **All trash shall be removed from the premises, properly disposed of in the proper closed receptacles outside.**
7. The fee for the use the Depot shall be variable**per day, payable in advance along with **\$300.00 deposit** for all rentals regardless of the charge. *The Depot shall be cleaned and left in at least as good a condition as prior to rental. The kitchen areas must be fully cleaned – especially the **sinks, refrigerator and stove area**. The undersigned will be responsible for the repairs of any damage to the Depot, the contents of the building, and the grounds around it.* The potential liability of the undersigned is not limited to the amount of the deposit.
8. No decorations shall be attached to the light fixtures or to external fans. Nothing is to be dragged across the floor that would cause damage to the finish on the flooring. No wet mops to be used on the floor in the big hall. No chewing gum, please. Deposit in trashcans not on the floor.
9. A rental of the Depot does not include use of the park, the barbecue pit or outside electricity.
10. All functions must be concluded with the Depot vacated no later than midnight on _____.

The foregoing has been read and understood. Terms and conditions are accepted and agreed to by the undersigned.

Name (please print) _____ Signature _____

Address _____ Phone # _____

Rental Total \$ _____ Deposit amount \$ _____ Received by _____

Deposit Returned _____ By _____ (if adjusted down, details must be provided in writing to renters)