

Natchez Depot River Room Rental Policies & Procedures

About the Natchez Depot River Room

This building may be used for business meetings, organization luncheons, receptions, etc.

Capacity:

What is included in rental?

- Use of River Room Depot Area
- Use of kitchen
- Use of porch
- Use of Depot tables and chairs

Application & Payment

Application must be received at least _____ prior to the event. Application may be delivered to the _____ or emailed to _____. If approved, the damage deposit will be due within three business days. The date will not be held until the damage deposit has been received. The remaining balance must be paid no later than two weeks before the event. All cancellations forfeit the deposit.

Damage Deposit

A damage deposit must be paid with cash, check, or credit card. The damage deposit must be paid separately from rental fee.

The damage deposit will be refunded once the building and equipment have been approved upon inspection following the event. The individual submitting the application will be held responsible for any damage or loss of property. This individual will also be responsible for reporting damage, injury, or missing equipment and will pay for damages done to the property or equipment.

Policies & Procedures

Applicants must be 21 years or older to rent the Natchez Depot River Room.

The reserved date may not be shared with or reassigned to another individual, business, organization, or group without approval by the Natchez Depot River Room Manager. Event setup may begin no earlier than _____ and all events should be over by _____ with cleanup completed no later than _____.

The use of additional equipment, fixtures, etc. must be approved by the Natchez Depot River Room Manager. No tape, thumbtacks, or staples may be used on walls or ceilings and no confetti or glitter.

The facility must be left in the condition in which it was found. Trash must be taken out and tables must be wiped clean. No food may be left in the kitchen, freezer, or refrigerator. The cleanup check list must be completed and signed prior to vacating the premises.

No tobacco products of any kind may be used in the building or on the premises. Drugs are not allowed on the premises. No open flames or candles are permitted within the building or on the premises.

Natchez Depot River Room will not be held liable for any articles lost, stolen, or damaged.

Renters will be required to provide certificate of insurance.

Contact Information:

Natchez Depot River Room

Physical Address:

Mailing Address: