



## **General Information and Guidelines**

### **SECURITY DEPOSIT**

A 50% security deposit of the rental fee must be returned with a signed contract to ensure reservation. The deposit will be applied to event charges if no damage is sustained to the facility and/or grounds during the rental time.

### **RENTAL PAYMENT**

Full payment for rental of the facility is due one (1) week prior to the event date. Any additional charges that may incur the day of your event will be due seven (7) days after the event. The Depot accepts: Check, Money Order, Cashier's Check, VISA or MasterCard.

### **ACCESS**

A two (2) hour minimum rental time of The Depot is required for all events. Access time is confined to the contracted rental time period. The Depot staff reserves the right to refuse admittance prior to the contracted time. It is recommended that you end your event at least thirty (30) minutes prior to the contracted end time in order to permit adequate time for take down and clean up. Otherwise failure of the guests and/or caterers to arrive or vacate the premises at the agreed arrival or departure time will result in an overtime charge of \$100/per hour.

### **CAPACITY**

Events utilizing The Depot are limited to 35 guests. Events utilizing both The Depot and The Ranch Dining Car are limited to 75 guests. Events utilizing both venues and the entire grounds are limited to 100 guests.

### **NON-PROFIT DISCOUNT**

Rental rates are reduced 20% for non-profit organizations utilizing the facility for fund raising events. Verification of non-profit status is required.

### **CLEANUP FEE**

A \$50/per hour fee will be charged if the facility is not left reasonably clean and orderly and if special janitorial services are required.

### **CATERING FEE**

A 20% fee on food and beverage costs will be assessed for any caterer listed on The Depot's preferred caterer's list. A 25% fee on food and beverage costs will be assessed for any caterer not listed as a preferred caterer. The fee will be paid by the caterer directly to The Depot.