



## **Additional Information & House Rules**

- The Depot charges time for: set-up and breakdown of furnishings, decorating and removal of decorations, caterer set-up access/clean-up, in addition to the rental time required for your event.
- All functions and clean-up are to end at the contracted rental time.
- All items brought in and all guests must be out of the facility by 12:00 am.
- The Depot will provide an on-site "Event Coordinator" for your event. Set-ups and breakdowns are the responsibility of the client. The Event Coordinator is present to guide the client and address any problems that may arise. The Event Coordinator does not do manual labor with regard to set-ups and breakdowns. Be sure to have a clear understanding with your caterer, planner, vendors, etc. as to the division of labor.
- While children are welcome at events held at The Depot, they tend to see the facility and grounds as a playground. Children **MUST BE** under supervision of adults at all times.
- We are able to provide a number of Audio/Visual needs – please inquire.
- No debris may be thrown inside or outside the facility, rail cars, patio or lawn areas.
- No glitter, confetti, rice or anything of that nature is permitted. Sparklers may **NOT** be used in or around The Depot as they are a fire/injury hazard.
- Candles are permitted but must be enclosed in a glass container.
- Smoke/Fog machines are prohibited inside the facility.
- To better care for our facility, we request that nothing be affixed to windows, walls, floors or ceilings with: nails, staples, tacks, etc. Scotch or Masking Tape is permitted only.
- Linens are **NOT** provided by The Depot.
- The Depot will not be held liable for any items left at your event or items provided by an outside vendor.
- The Client will be responsible for any damage or loss to The Depot's grounds, equipment or property caused by negligence or intentional conduct of any participant or guests at the client's event.
- The Client agrees to and shall hold The Depot harmless for, from and against any and all claims, actions, damages, liabilities and expenses for loss of life, personal injury, or damage to property arising, directly or indirectly from or out of the event. Repair and/or replacement costs for damages caused by participants or guests of the client, will be billed to the client and shall be paid within seven (7) days thereafter.