

Ashford Train Depot Rental Agreement

Name: _____

Address: _____

Phone #: _____

Type of Event: _____

Date of Event: _____

Expected hours of occupancy: _____

The City of Ashford & the renter listed above, in accordance with the provisions that are listed below, have entered into a rental agreement for the above date(s) & times

1. The depot shall only be booked for the date(s) & times listed above in this rental agreement
2. The rental fee will be **\$250.00 + \$25.00** cleaning fee = **\$275.00** per day that will include the hours of 6:00 am – 11:00 pm. You can make that payment in the form cash, check, or with a money order
3. A damage deposit of **\$250.00** is to be paid the day the key is picked up. You can make that payment in the form of cash or with a check. The damage fee will be returned only if there are no damages inside or outside the depot. A city employee will inspect the depot to check for damages

Please be advised if any damages do occur from your event & the repair cost is more than the damage deposit of \$250, the city will require compensation from you for the additional cost of repairs _____ (Renters initials)

4. The rental key will need to be returned to City Hall after the event has ended. There is an after-hours drop box located next to the front door of City Hall
5. **In case of a cancellation a 14-day notice will be required prior to the date of the event to receive a refund of the rental fee(s) _____ (Renters initials)**
6. Please be aware that you are renting the depot not the parking lot. The parking lot is not private property. Therefore, you cannot prevent the public from using the parking lot during the hours of your event
7. All federal, state & local laws are required to be followed during the hours of the event. The city's police dept has the right to shut down your event if there are complaints or concerns of public safety and/or the safety of your guests. There will be no refund given in the event of this happening.
_____ (Renters initials)

8. Please be aware of the city's noise ordinance **7:00 am to 10:00 pm** during the time of your event. The city's police dept has the right to shut down the event if there are numerous noise complaints. There will be no refund given in the event of this happening _____ **(Renter's initials)**
9. **The outside train caboose & train cart are off limits to everyone. It is very old & it is not to be used in any way for your event** _____ **(Renter's initials)**
10. All trash should be bagged & taken to the garbage cans located beside the platform
11. If food or drinks are spilled onto the floor it needs to be cleaned up to avoid any damage to the floors
12. The vintage desk located inside the depot on top of the scales, is not to be removed from its current location
13. Please be sure to clean all the tables after the event has ended
14. All tables must be stacked back onto the racks that are located against the wall
15. All chairs should be stacked & put to the side by the wall
16. Please sweep & mop all floors before leaving
17. Kitchen area should be cleaned after the event
18. Please bring your own cleaning supplies, such as paper towels, dish soap, napkins, extra trash bags, cleaning sprays, etc. These items are not provided by city hall
19. Please make sure all the outside doors are locked when leaving the property
20. Maximum-capacity of people allowed inside the depot is **[70]**

Current Inventory at the Depot

- (9) Round tables- 60" diameter
- (2) 6' long tables
- 58 Chairs
- Microwave
- Refrigerator
- Small Sink
- Garbage can
- (2) Restrooms

List of things not permitted at the depot

- No cooking inside the depot or outside [this includes the parking lot]
- The parking lot or the roadway cannot be blocked off during your event
- No fireworks of any kind
- No open flame of any kind
- No animals allowed unless it is a licensed service animal
- No loud or obscene music
- No alcohol inside the depot or outside in the parking lot
- No smoking within 15ft of the depot
- No drugs or other illegal substances allowed on the property
- No fighting
- No firearms and/or other weapons
- No balloons inside the depot
- No water slides inside or outside the depot
- No bouncy houses inside or outside the depot
- No inflatables of any kind
- No painting
- No dancing inside the depot
- No gambling
- No tape, staples, glue, tacks, or anything that could damage the structure of the building
- No one is allowed inside the Ashford Train Museum

Renters Signature

Date

City employee signature

Date