

CITY OF WINTERVILLE
125 NORTH CHURCH STREET – PO BOX 306
WINTERVILLE, GA 30683
PHONE: 706-742-8600 - FAX: 706-742-5476
Email: CityHall@CityofWinterville.com

Please note to pick up the key for your rental during regular business hours of: 9am-Noon or 1-5pm on Friday before your event if scheduled on a weekend.

DEPOT RENTAL AGREEMENT

Dates(s) _____ Time(s) _____

Applicant(s) /Group Name _____

Contact Person _____ Phone# _____

Email address: _____

Mailing address: _____

Activity _____

Rental Fee \$ _____ Deposit (Refundable if No Damage and clean.) **\$100.00** Key # _____

The City of Winterville agrees to allow the above-named Renting Party to use the above-named Facility/Structure with the understanding:

1. The person signing this form accepts the role of **Renter** and all responsibilities as outlined on this form.
2. **Renter agrees to pay all applicable fees and deposits as set forth above. Renter understands that all fees must be paid in full at time of reservation.**
3. **Renter** agrees to prohibit the conduct of illegal activities on the rented premises during the period of this agreement. Renter further agrees to maintain orderly conduct and promote proper and lawful use of the facility/property and abide by applicable Ordinances as set forth by the government of the City of Winterville. Failure on behalf of the Renter to abide by the laws of the State of Georgia and the Ordinances of the City of Winterville may result in this Agreement being voided immediately and the Renter being required to leave the premises upon immediate notice by the City of Winterville.
4. **Renter** agrees to pay for all repairs resulting from any damage to the premises during this agreement period.
5. **Renter** agrees to return the facility and surroundings to the state of cleanliness and order as when first occupied by the Renter.

Some or all of the deposit may be retained to cover facility cleaning and/or damage incurred during the agreement period. Failure to reset building thermostat to 78 degrees (spring/summer) or 68 degrees (fall/winter) will result in forfeiture of deposit.

PLEASE PUT ALL TABLES AND/OR CHAIRS BACK IN THEIR PROPER PLACE. Turn off all lights, fans, lock doors, etc. **DO NOT USE TAPE, STAPLES, TACKS, NAILS OR ANYTHING TO ATTACH DECORATIONS TO ANY WALLS AND ESPECIALLY TO THE GLASS COVERING THE MURAL, (Deposit will be withheld for damage.)**

6. The rental period begins at 8:00 am and ends at 11:00 pm. Renter must be cleaned up and building vacated by 11:00 pm. No party/event will be allowed to come the next day to clean.

(Continued)

7. Renter agrees to indemnify, protect and hold harmless the City of Winterville, its officers, officials, employees, agents and servants from any and all claims, demands actions, suits, damages, loss and expense of whatever kind of nature to any person or to any property arising out of or in connection with the Agreement herein for the utilization of aid facility and to pay for any costs associated with the above resulting from the use of the Facility by the Renter.
8. **No alcoholic beverages are allowed on the premises of the City of Winterville.**
9. **No open fires/grills** will be permitted in any structure. Grills may be used, but must be at least 15ft from the building.
10. **No tobacco products or vaping** are allowed in any city building.
11. Amplified music and sound will only be permitted to be used in strict adherence to the Winterville Code Code 1991, § 13-102 referencing the decibel level and/or distance wherein such amplified sound or music may be heard. In addition, said amplifications may not begin prior to twelve (12) Noon on Sunday and prior to 9 AM any other week day and end no later than 8 PM. Violation of this provision will call for the forfeiture of any money deposits and such fines as may be imposed should police deem a citation is warranted.
12. Reservations may be canceled by noon 7 days prior to rental date without penalty.
13. **Renters *may not* enter premises prior to agreed rental period to avoid risk of deposit forfeiture.**
14. **TRASH MUST BE REMOVED FROM THE PREMISES AT THE TIME OF DEPARTURE. DO NOT LEAVE ANY TRASH OR FOOD BEHIND.** This includes bagging and disposal of your trash (including bathroom trash) and removal of all decorations, signs, etc.
A dumpster is located at the Public Works/Fire Department, 127 S. Church Street. (Map attached.)

In the case of a double rental: If a party/event before you did not clean the area as recommended TAKE PICTURES AND PRESENT THEM TO CITY HALL AS SOON AS POSSIBLE.

I have read, understood and agree to the terms and conditions set forth above. Failure to observe all rules stated above may jeopardize refund of any or all deposit.

Signature of Renting Party

Date

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OFFICE USE ONLY

Rental Paid _____ Check _____ Cash _____ Receipt _____ By _____

Cash Deposit Paid \$ _____ (No Receipt. This rental agreement serves as receipt.)

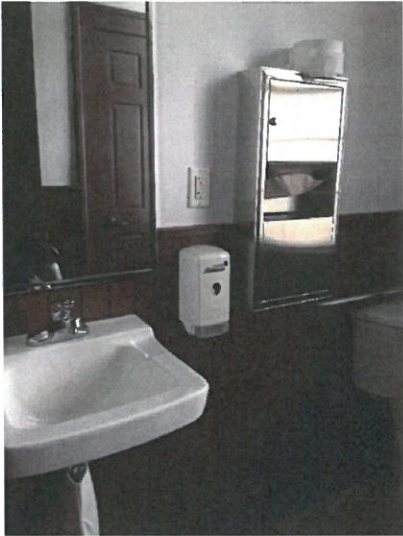
DEPOSIT REFUNDED METHOD: _____ DATE _____ BY: _____

Notes:

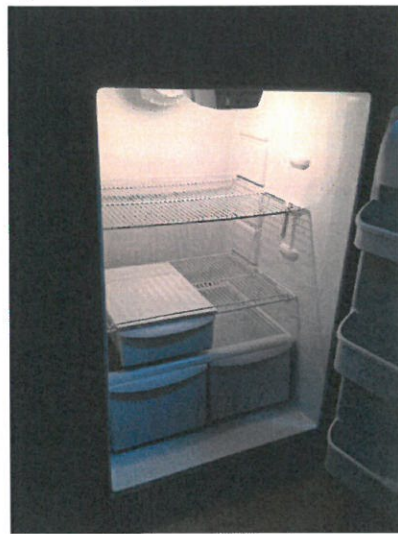
Thank you for renting the Historic Winterville Train Depot.

We hope your event is enjoyable here but we do want to remind everyone of the care that must be taken to keep this building in order for everyone to enjoy.

Please take the time to review the extra steps necessary to leave the depot as it was left for your party. If any steps in cleaning after your party has vacated the premises, you will be charged accordingly and the amount will be deducted from your deposit.



Empty trash from restrooms.



Empty refrigerator and wipe up any spills.

There is a limited amount of cleaning products in the hall closet.

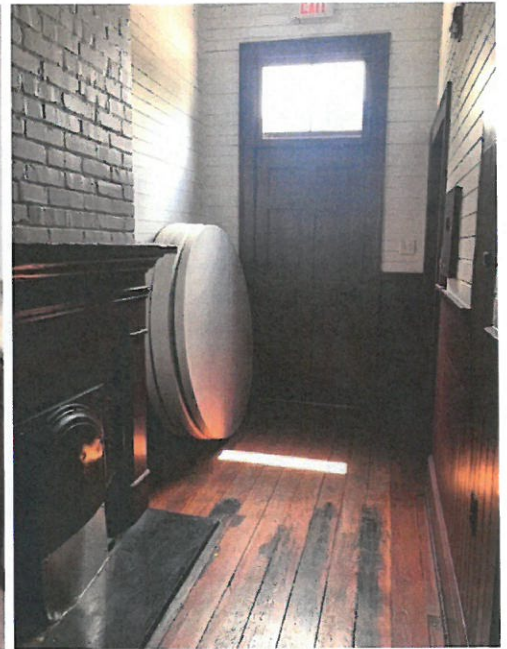
We discourage mopping the floor but ask that you wipe up any spills with a rag or paper towels. (Hot water will strip the wax from the floors.)



Stack chairs along wall.



Clean kitchen, wipe down counters.
Wipe up any spills in oven.



Stack tables in hallway.



Depot foyer area.



Do not attach anything to glass over mural or remove any pictures from the walls.

If you enter the building and things are not set up as listed above, please make a note of it and take pictures if you are able to show to city hall upon coming to return your key and receive your deposit.

Please use the space below for any comments for the management.

Thank you.

Comments:

Directions to trash dumpster from the Depot.

