

## Wallace Depot

### Rental Policy and Agreement

**The following policies have been adopted by the Wallace Depot Commission and the Town of Wallace for the rental of space and equipment at the Wallace Depot.**

**Facility Description:** The Wallace Depot is available for rent for celebrations such as wedding receptions, birthday parties, anniversary parties, family reunions, and the like.

**Warehouse: Maximum Occupancy- 90 People**

**Museum- 25 People**

**Station Master Office- 30 People**

**Blake Wallace Conference Room- 45 People**

**Train Room- 20 People**

**Covered and Open Platform: Maximum Occupancy is 200 People**

**The Davis Carr Learning Station: Maximum Occupancy is 45 People**

No groups or individuals shall schedule an event having larger attendance than the established occupancy limits. The "Warehouse and Platform" are not centrally heated or cooled, however, one portable gas powered heater is available to rent for \$25 a day.

**Hours:** The facilities are available for rent from 8:00 AM to 10:00 PM daily. The Depot is not available for rent on the following holidays: Easter, Independence Day, Thanksgiving, Christmas Eve, Christmas Day, New Years' Eve, or New Year's Day. There may be other unavailable dates during Town activities such as the Strawberry Festival and Christmas at Twilight. Reservation time periods shall include decorating and clean up within the time frame rented.

**Building Access:** Arrangements to open and close the facilities should be determined with the Depot Commission or the Chamber of Commerce representative at the time the Facility Rental Contract is signed.

### **Rental Options**

Rental Fees are required upon reservation for your event. Every attempt should be made to reserve the room at least two weeks in advance of your event. Rental Fees are attached to this agreement.

**Cleaning of Facility:** The cleaning of the facility at the end of the rental period is the responsibility of individual(s) renting the facility. Details of the cleaning requirements are included in the *Responsibilities of the Renter*, which follow.

**Refundable Deposit:** In addition to the Rental Fee, a refundable deposit is required. This must be paid upon reservation of your event. If the cleaning requirements are met: there are no damages to the facility; and the attached rules complied with, the \$150 deposit will be returned by mail within 10 business days. A credit card or a check can be used in place of a cash deposit. The renter(s) of the facility assume liability for payment of any damages exceeding \$150. Return Check fee of \$50.00 will be applied.

**Cancellations:** Notice of cancellation must be received in writing at least 4 weeks prior to the event. Failure to do so will result in the forfeiture of \$150 Rental Deposit.

**The Wallace Depot is a historic facility that has been restored for the enjoyment of all members of the community. We encourage its use for family oriented occasions and hope you will enjoy your event and the special features the Wallace Depot has to offer.**

### **Responsibilities of the Renter**

Only persons 21 years of age or older may rent the facility and the person(s) renting facility must be present all times during the event. At no time shall the renter making application for an event sublease or assign its reservation to another person, group, or organization without the prior written consent of the Wallace Depot Commission. The Wallace Depot Commission, at its sole discretion, may require professional, on-site security for an event. The Wallace Depot Commission reserves the right to approve or disapprove any application for rental for any reason.

**The renter assumes responsibility for all damages to the facility, property, furniture, and/or equipment within or around the premises. Damage incurred during an event will result in the loss of all or part of the Renter's deposit, and could result in additional charges depending on the amount of damage. The amount deducted or charged will be equal to the cost plus 10% to the Town of Wallace and/or the Wallace Depot Commission to repair the damage.**

- **No Alcoholic Beverages allowed inside or outside the facility without prior written approval from Wallace Town Council.**
- **Arms or weapons, openly displayed or concealed, are not permitted on the property.**
- **Smoking is prohibited in all areas of the Depot**
- **There is no kitchen in the Depot and no cooking is allowed in the facility except for coffee pots and cookers such as crock pots.**
- **There are 4 tables and 32 chairs, any additional furniture must be provided by the renter.**
- **Food and beverage must only be consumed in the "Warehouse or outside areas of the Depot. Exceptions may apply with prior approval from Depot Commission. Absolutely no food or drink is allowed in the Museum or Model Train room.**
- **No additional space or electric heaters are allowed per Fire Code.**

- No nails, thumb tacks, staples or tape may be used on any surface.
- No candles or open flames of any kind are permitted
- No gum. Cost to remove gum will be deducted from your deposit.
- Animals of any kind are not permitted in the facility with the exception of ADA trained assistance dogs.
- Interior and Exterior of rented space must be cleaned following the event, to include the following as appropriate.
  - Sweep all floors and mop up any spills
  - Clean bathrooms
  - Clean kitchenette fixtures and counters
  - Remove all food and dishes
  - Empty all trash and carry to the outside rolling trash cart. Place carts at curb for pickup
  - Pick up exterior trash

**Parking:** Parking is available for evening and weekend events. Parking during weekday hours is limited as the parking lot is shared with other businesses. **NO OVERNIGHT PARKING**

**The Wallace Depot Commission and the Town of Wallace shall assume no responsibility for any property placed on or in the Depot and/or grounds and is released from any and all liability for loss, injury, or damage to persons or property that may be sustained by the use or occupancy of the facility. The Renter indemnifies the Town of Wallace and the Wallace Depot Commission and holds it harmless from any neglect or misconduct on the part of the Renter, its agents and employees. Renter assumes all liability and responsibility for injuries, claims or suits for damages to person or property of whatever kind or character. If any part of this agreement is found to be in conflict with the Laws of the State of North Carolina the total agreement shall not be voided.**

**If there is a violation of this agreement, the Wallace Depot Commission may seek legal action through the North Carolina Court System.**

**By signing below, I certify that I understand and agree to perform the responsibilities as listed above, and that violations of those stated rules will result in forfeiture of all or part of my deposit and additional charges if damages exceed the deposited amount.**

**Rental Date:** \_\_\_\_\_ **Rental Time: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Number of People Attending:** \_\_\_\_\_

**Renters Name (Please Print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Method of Payment:** \_\_\_\_\_

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Depot Commission Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Depot Commission Contact Info:** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_ **Date of Payment:** \_\_\_\_\_

**Areas Rented** \_\_\_\_\_