

RULES AND GUIDELINES

The Station Rental Agreement

Thank you for the opportunity to share our unique and beautiful building with you for your special event. The Station will seat up to a total of 130 guests using both levels. We have attached a layout of the building.

-DAYTIME RATE

\$300.00
4 hours total (setup/take down and event)
Any 4 hours between the hours of 8 am and 5 pm
Additional hours \$65.00/hour

-EVENING RATE

\$500.00
4 hours total (setup/take down and event)
Any 4 hours between the hours of 5 pm and midnight)
Additional hours \$100.00/hour

-SPECIAL EVENT RATE

\$1500.00
Any 12 hours between the hours of 8 am and 11 pm

-2 DAY WEEKEND RATE

\$2500.00
Friday 8 am -midnight and Saturday 8 am – midnight

-3 DAY WEEKEND RATE

\$2800.00
Friday and Saturday from 8 am – midnight and Sunday from 8 am - noon

-ADDITIONAL FEES

\$200.00 Cleaning fee after the event
Security during the event while alcoholic beverages are served \$45.00/hour

- Rates include full access to the entire venue, tables and chairs.
- Set up and take down for caterers, entertainers, and florists and departure of guests shall be included in the time frame scheduled.
- A deposit of 50% of the total fees must be paid when the contract is signed. Renter must pay the remaining balance one week prior to the event. Should the event be canceled by the renter, 50% of the deposit shall be refunded if written notice is received 30 days prior to the event. If the renter cancels the event within the thirty (30) days of the event, no deposit refund is given.
- Pricing subject to change without notice.

SIGNATURE OF RENTER_____

DATE_____

RULES AND GUIDELINES

1. Only a licensed and insured caterer may be utilized. The caterer must show proof of liability insurance. If alcohol is served, the caterer must provide an appropriate alcohol license.
2. City, state, and federal codes including fire regulations will be enforced by the staff and adhered to by the caterer.
3. The kitchen must be left in the condition it was found and not damaged
4. All trash from the dining area and kitchen must be tied securely. All items must be removed from the refrigerator.
5. The Station will provide the tables and chairs. The renter is responsible for linens, serving dishes, plates, glassware, and utensils.
6. The kitchen has a refrigerator, warming oven, prep tables, commercial dish washer, and ice maker. The caterer is responsible for seeing each space is left clean.
7. We assume no responsibility for the guests' automobile in the parking area. We are not responsible for the personal property of any guest or renter whether in the vehicle or anything lost or left in the building. Renter assumes all responsibility for any goods placed in the building before, during, or after the event.
8. The building cannot be altered or disturbed in any way. Walls are not to be decorated and tables and chairs must be set away from the wall. No object can be nailed, taped, or pinned into the walls. All decorations must be free standing.
9. Parking for the event is permitted around the Courthouse, on Second Street across from the Court House, and the Gazette parking lot. Please do not park in the bakery parking lot because of their strict parking rules which could result in vehicle towing.
10. Under Georgia law, there is no liability for an injury or death for an individual entering these premises, if such injury or death results from the inherent risks of contacting COVID-19. You are assuming this risk by entering these premises.
11. Only LED lighting may be used. This is a non-smoking facility. No pets are allowed.

SIGNATURE OF RENTER _____

DATE _____