



Fayette Depot Rules and Regulations Updated 3/1/2021

The Fayette Depot is a multi-use facility located at 250 Lanier Avenue East, Fayetteville, GA (mailing address is: PO Box 462, Fayetteville, GA, 30214) and is available for use by the public subject to the conditions of the policies stated below. The facility is handicapped-accessible and will seat 60 - 65 comfortably in a banquet type arrangement. Total capacity permitted by the Fire Department is 110 – that is standing with no tables or chairs set up.

1. Individuals reserving the Fayette Depot (“Depot”) must be at least 21 years old and must present a valid driver’s license for age verification. Children and teenagers shall not be left unattended on the premises without adult supervision. Other events may require security if determined necessary.
2. **NO SMOKING** inside the Depot or any part of the porch/platform area. Smokers will need to go to the designated area.
3. Using a “Deep Fryer” or GRILL of any type is PROHIBITED INSIDE the BUILDING or on the porch / platform area. You MUST use the pavement in the parking lot.
4. Beer, wine and champagne are permitted on the premises; however, they cannot be sold. It CANNOT be consumed, given, or distributed to anyone under the legal drinking age.
5. Use of the Depot may be scheduled from 8:00 a.m. until 11:00 p.m. - seven (7) days a week. Arrangements for use and viewing of the Depot must be made through the Event Coordinator. A Venue Use Agreement must be completed and a security deposit/booking fee of \$125.00 (\$100 security deposit + \$25 booking fee) must be paid before reservations can be confirmed.
6. Rental fees are due in full 30 days before the event. If the event is less than two weeks, only cash or credit card will be accepted. If notice of cancellation is received less than one (1) month prior to date of reservation, the \$125 deposit and booking fee will be forfeited. If for any reason you need to reschedule your event, the deposit will be transferred one time only (depending on availability).
7. Event Sponsors are solely liable for all damages to property while the Depot is being utilized. **No materials are to be tacked, stapled, nailed, or otherwise affixed to the walls, floors or ceilings.** Glitter and confetti are also prohibited. Damages to the walls, paint, floor coverings, tables, chairs, fixtures, plumbing, electrical, kitchen equipment, landscaping, or any other interior and exterior content, fixture and furnishing of the Depot must be compensated for by the Sponsor renting the property. **If you place any type of sign or balloons on the exterior DEPOT SIGN- they MUST be removed after your event is over.**
8. Sponsors reserving the Depot are responsible for setting up the room and returning the room the

way it was originally found, including tables and chairs to correct area, turning off the lights, and locking all doors and windows upon leaving. ALL GARBAGE AND TRASH must be removed and placed in the outside trash receptacles. The refrigerator, kitchen equipment, tables, chairs, and counters must be wiped clean. If, on entering the facility, you find the building not as expected (i.e. floors not cleaned, trash left in receptacles etc.) we will need photographic evidence which will need to be emailed to event@fayettedepot.com before your event begins (this will give us a date and time stamp). This is the only way we can proceed with investigating this type of complaint.

9. Fayette Depot reserves the right to refuse the use of the Depot to any individual or group which has failed to comply with any of these conditions.
10. Fayette Depot is not liable or responsible for any personal items or materials left in the Depot, or for any vehicles or property in the parking lot or surrounding areas.
11. All rentals are based on a flat rate of three (3) hours. One (1) hour set up is allowed prior to the start time of your event and 30 minutes after your event to clean up and put the room back the way it was found. Rates are as follows:

Deposit	\$100.00	Due at the time of booking.
Booking Fee	\$25.00	Due at the time of booking.
Rental Fees	\$300.00	Monday - Thursday
	<i>*\$50 each add'l hour, including early set up or extended event</i>	
	\$400.00	Friday and Sunday
	\$500.00	Saturday
	<i>*\$100 each add'l hour, including early set up or extended event</i>	

\$100 security deposit is refundable if cancelled outside of 30 days prior to the event. All booked events incur \$25 booking and administrative fee.

Optional – Tables & Chairs Set Up and Room Cleaned after Event – Additional \$100.00