



## *Fayette Depot Rules and Regulations* Updated 4/1/2022

*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 with a maximum capacity of 98 people inside the building.*

1. Individuals / Sponsors 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 by Depot staff.
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. Do not use Fayette Depot tables for cooking surfaces.
4. Alcohol is permitted on the premises; however, it cannot be sold, and it CANNOT be consumed, given, or distributed to anyone under the legal drinking age. Also, a licensed bartender is required to serve if serving liquor.
5. Use of the Depot may be scheduled from 9:00 a.m. until 11:00 p.m. - seven (7) days a week. Premise must be vacated by 11:30 PM for all events. Arrangements for use and viewing of the Depot must be made through Depot Staff. A Venue Use Agreement must be completed and a deposit/booking fee of \$200 (\$150 deposit + \$50 non-refundable 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 \$150 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, taped, nailed, or otherwise affixed to the walls, floors or ceilings.** Glitter and confetti are also prohibited. Also, NO inflatables or bouncy houses allowed on the property. Damages property, fixtures or 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. No pets allowed, except registered service animals.
9. Event Liability insurance must be obtained by the sponsor and on file seven (7) days before the event to prevent event cancellation and forfeiture of deposit.
10. 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, sweeping floors, 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](mailto: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.
11. 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.
12. 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.
13. All rentals are based on a flat rate of five (5) hours. After your event, sponsor is responsible for cleaning up and put the room back the way it was found. Rates are as follows:

Deposit	<b>\$150.00</b>	Due at the time of booking.
Booking Fee	<b>\$50.00</b>	Due at the time of booking.
Rental Fees	<b>\$400.00</b>	Monday - Thursday
	<i>*\$50 each add'l hour, including early set up or extended event</i>	
	<b>\$550.00</b>	Friday and Sunday
	<b>\$750.00</b>	Saturday

*\*\$100 each add'l hour, including early set up or extended event*

\$150 deposit is refundable if cancelled outside of 30 days prior to the event. All booked events incur \$50 booking and administrative fee.

**Optional – Tables & Chairs Set Up - Additional \$150.00**