



*The Fayette Depot is a multi-use facility located at 250 Lanier Avenue East, Fayetteville, GA (mailing address is: 'ff'} Box 462, Fayetteville, GA, 302H) 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 designated area. Do not use Fayette Depot tables for cooking surfaces.
4. 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.
5. A Venue Use Agreement detailing our refund and cancellation policies can be found further below.
6. 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.

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. Damages to the 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 and mopping floors, and locking all doors and windows upon leaving. Please also bring your own cleaning supplies such as paper towels, garbage bags (20-30 gallons), smaller garbage bags for restrooms, toilet paper and hand soap. 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.

# Venue Use Agreement

## Event Cancellation & Refund Policy

Effective Date: November 1, 2025

Applies to: All rentals and event bookings at Fayette Depot Event Center

Address: 250 E Lanier Avenue, Fayetteville, GA 30214

### 1. Reservation Deposit

- To secure an event date, clients must pay a non-refundable deposit equal to 30% of the total rental fee at the time of booking.
- The remaining balance is due no later than 30 days prior to the scheduled event.
- Failure to make final payment by the due date may result in cancellation of the reservation and forfeiture of the deposit.

### 2. Client-Initiated Cancellations

#### A. Cancellations Made 60 Days or More Before the Event Date

- Client will receive a full refund of all payments made, minus the 30% non-refundable deposit and a \$50 administrative processing fee.
- Clients may alternatively request to transfer the deposit to a future date within 12 months of the original event, subject to availability.

#### B. Cancellations Made Between 30 and 59 Days Before the Event

- Client will receive a 25% refund of all payments made (excluding the deposit).
- Alternatively, client may request a one-time reschedule within six (6) months for a \$100 change fee, pending date availability.

#### D. Cancellations Made Less Than 30 Days Before the Event

- No refunds will be issued.
- All payments, including the deposit and final balance, will be forfeited.
- Management may, at its sole discretion, consider a partial credit toward a future booking in the case of a verified medical or family emergency.

### 3. Refund Processing

- All approved refunds will be processed within 10–15 business days after written cancellation notice is received and confirmed.
- Refunds are issued using the same method of original payment unless otherwise specified.

### 4. Venue-Initiated Cancellations

- In the unlikely event Fayette Depot Event Center must cancel due to unforeseen circumstances (e.g., severe weather, facility damage, or government restrictions), clients will receive a full refund of all payments made, including deposits, or the option to reschedule at no additional cost.

### 5. Additional Terms

- All cancellations or date-change requests must be submitted in writing via email to management.
- Verbal cancellations are not valid until confirmed in writing.
- Clients are encouraged to purchase event insurance to cover unexpected cancellations or emergencies.

### 6. Acknowledgment of Agreement

By submitting a deposit or selecting that you have read these rules and regulations you acknowledge that this document has been read, understood, and have agreed to the terms of this Cancellation & Refund Policy.