

Fayette Depot Rules and Regulations

August 2026



The Fayette Depot is a multi-use facility located at 250 Lanier Avenue East, Fayetteville, GA 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. **AGE, SUPERVISION, AND SECURITY:** Individuals or Sponsors reserving the Fayette Depot must be **at least 21 years old** and must present a **valid driver's license for age verification**. Children and teenagers may not be left unattended and must remain under adult supervision. **Additional security may be required for certain events** as determined by Depot staff.
2. **NO SMOKING:** Smoking is strictly prohibited inside the Fayette Depot and on any portion of the porch/platform area. Smoking is permitted only in the designated smoking area. Event sponsors are responsible for ensuring that their guests comply with this rule.
3. **COOKING EQUIPMENT:** Using a **deep fryer or grill of any type is PROHIBITED inside the building or on the porch/platform area**. Deep fryers and grills may only be used on the **paved area of the parking lot**. **Fayette Depot tables may not be used as cooking surfaces** or placed underneath cooking equipment.
4. **ALCOHOLIC BEVERAGES:** Alcoholic beverages of any kind are **NOT permitted** anywhere on Fayette Depot property, including inside the building, porch/platform areas, or parking areas. Guests and event sponsors may serve and enjoy **mocktails, non-alcoholic beverages, and other alcohol-free drinks**.
5. **OPEN FLAMES AND FIRE:** The use of **real flames, open flames, candles with real fire, fire pits, chafing dishes with open flames, or any other source of real fire is strictly prohibited** inside the Fayette Depot, on the porch/platform areas, or anywhere else on the property. **Battery-operated candles, LED candles, flameless candles, and other artificial/flameless decorative flames are permitted.**

6. **HOURS OF USE AND FACILITY ACCESS:** Use of the Fayette Depot may be scheduled **seven (7) days a week between 9:00 a.m. and 11:00 p.m.** All events must end by **11:00 p.m., and the premises must be completely vacated no later than 11:30 p.m.** All arrangements for **facility use, rentals, tours, and viewings** must be made through Fayette Depot staff. The **Venue Use Agreement**, including applicable cancellation and refund policies, is provided below and is incorporated into the rental terms.
7. **PERSONAL PROPERTY AND VEHICLES:** Fayette Depot is not responsible or liable for any personal belongings, items, or materials left unattended or left behind at the facility. Fayette Depot is also not responsible or liable for any loss, theft, damage, or other incident involving vehicles or personal property located in the parking lot or surrounding areas. Sponsors and guests are responsible for securing their own belongings and property.
8. **PROPERTY DAMAGE, DECORATIONS, AND SIGNAGE:** Event Sponsors are **solely responsible for any damage to the Fayette Depot, its property, fixtures, furnishings, equipment, walls, floors, ceilings, or other facility property** that occurs during their use of the premises. Sponsors will be responsible for the cost of repairing or replacing any damaged property. **No materials, decorations, signs, or other items may be tacked, stapled, taped, nailed, glued, or otherwise attached or affixed to the walls, floors, ceilings, doors, or other surfaces of the Depot.** The use of **glitter and confetti is strictly prohibited.** If signs, balloons, or other decorations are placed on or around the **exterior Fayette Depot sign**, they **must be completely removed immediately after the event.** Sponsors are responsible for ensuring that the exterior sign and surrounding area are left clean and free of decorations.
9. **PETS AND ANIMALS:** **No pets or animals are permitted** inside the Fayette Depot or on the premises, except for **legally recognized service animals** as permitted by applicable law.
10. **EVENT LIABILITY INSURANCE:** Event Liability Insurance is **strongly encouraged** for all event sponsors to help protect against unforeseen incidents, accidents, or property damage that may occur during an event.

11. **SETUP, CLEANUP, AND FACILITY CONDITION:** Sponsors are responsible for setting up the Depot and leaving it in the same condition as found. This includes returning tables and chairs to their designated areas, turning off lights, sweeping and mopping floors, wiping down kitchen equipment, refrigerator, tables, chairs, and counters, removing all trash to the outside receptacles, and locking all doors and windows. If the facility is not clean or is otherwise not as expected upon arrival, **photographs must be taken before the event begins and emailed to fayettedepoteventcenter@gmail.com**. This documentation is required for management to investigate any condition-related complaints.
12. **VIDEO SURVEILLANCE:** For the safety and security of guests, staff, and property, the Fayette Depot is **monitored by video surveillance**. Cameras may be located in common areas, entrances, exits, and exterior areas of the property. Video surveillance is used for **security, safety, incident documentation, and protection of the facility and its property**. By entering or using the premises, guests acknowledge and consent to video monitoring in applicable areas.

Venue Use Agreement

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

EVENT CANCELLATION & RESERVATION POLICY

1. RESERVATION DEPOSIT

- To secure an event date, the Client 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 before the scheduled event**.
- Failure to make the 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 30–59 Days Before the Event

- Clients will receive a **25% refund of payments made, excluding the non-refundable deposit**.
- Alternatively, clients may request a **one-time reschedule within six (6) months** for a **\$100 change fee**, subject to date availability.

B. 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**.

C. Cancellations Made 60 or More Days Before the Event

- The **30% reservation deposit is non-refundable**.
- Any payments made **in addition to the deposit** will be **refunded** to the Client.
- Approved refunds will be processed in accordance with the **Refund Processing** section.

3. REFUND PROCESSING

- Approved refunds will be processed within **10–15 business days** after written cancellation notice is received and confirmed.
- Refunds will be issued using the **same method of payment originally used**, unless otherwise specified.

4. VENUE-INITIATED CANCELLATIONS

If Fayette Depot Event Center must cancel an event due to unforeseen circumstances, including **severe weather, facility damage, government restrictions, or other circumstances beyond the venue's control**, the Client will receive either:

- A **full refund of all payments made**, including the deposit; or
- The option to **reschedule the event at no additional cost**, subject to availability.

5. ADDITIONAL TERMS

- All cancellation or date-change requests must be submitted **in writing by email to Fayette Depot management**.
- Verbal cancellation or date-change requests are **not valid until confirmed in writing** by management.
- Clients are encouraged to purchase **event insurance** to help cover unexpected cancellations, emergencies, or other unforeseen circumstances.

6. ACKNOWLEDGMENT OF AGREEMENT

By submitting a deposit or selecting/acknowledging that they have read these Rules and Regulations, the Client acknowledges that they have **read, understood, and agreed to the terms of this Venue Use Agreement and Cancellation & Refund Policy**.