

Landrum

SOUTH CAROLINA

100 North Shamrock Avenue Landrum, South Carolina 29356 Phone. 864.457.3000 Fax. 864.457.2702

HISTORIC TRAIN DEPOT USE PERMIT

EVENT DATE: _____ DAY: _____ TIME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EVENT DESCRIPTION: _____

POSSESSION OF THIS FORM ENTITLES THE ABOVE NAMED PERSON EXCLUSIVE RIGHTS TO THE LANDRUM TRAIN DEPOT DURING THE DATE, DAY AND TIME RESERVED.

PERSONS UTILIZING THE DEPOT WITHOUT A PERMIT MAY BE CHARGED WITH TRESPASSING, A MISDEMEANOR OFFENSE UNDER THE JURISDICTION OF THE CITY OF LANDRUM MUNICIPAL COURT.

BY RESEVING THE DEPOT, THE PERSON LISTED ABOVE ALSO AGREES THAT IT IS THEIR RESPONSIBILITY FOR CLEAN UP AFTER USE, IN AND AROUND DEPOT. THIS MEANS REMOVAL OF TRASH BAGS TO THE DUMPSTER AND RETURNING ALL FURNITURE TO ITS ORIGINAL LOCATION. FAILURE TO COMPLY WITH THESE CONDITIONS OR ANY ACTIONS RESULTING IN DAMAGE TO PROPERTY COULD PREVENT YOU FROM ANY FUTURE USE OF THE LANDRUM TRAIN DEPOT.

I have read and understand the "DEPOT RENTAL POLICIES" paperwork. I am the responsible party for the event taking place on the date and time listed above.

NAME : _____ (print)

SIGNATURE: _____ DATE: _____

CITY HALL USE ONLY

APPROVED BY: _____ DATE: _____

DEPOSIT: _____ RENTAL FEE: _____

KEY NUMBER ISSUED: # _____ SIGNATURE _____

ALCOHOL PERMIT: _____ YES \$ _____ (FEE)

DEPOSIT RETURNED _____ YES _____ SHRED _____

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DEPOT RENTAL POLICIES

Deposits and Rental Fees: Rentee(s) must put down a deposit to reserve the date and time. An additional rental fee is paid when the key and permit are issued. If the Depot is left in satisfactory condition, the deposit will be returned. Lessee is responsible for keys. A replacement fee will be charged if keys are lost or stolen.

Cancellation: Rental fees are refundable. The deposit is ONLY refundable if the event is cancelled more than ten (10) business days prior to the event date. It is the lessee's responsibility to make sure the City has been notified of the cancellation. All alcohol permit fees are non-refundable.

Set-up and decorations: Table coverings are required if you are serving food or beverages. Glitter, confetti, sequins, sand and real rose petals are prohibited. **NOTE...DECORATIONS, BANNERS, FLIERS, PICTURES AND POSTERS MAY NOT BE PUT ON WALLS OR DOORS!!! NO TAPE OR COMMAND STRIPS ARE ALLOWED PERIOD!** Birdseed, rice, and silly string are also strongly prohibited. Candles must be dripless. Tea lights and votives in containers or candle holders are allowed. The lessee will be charged for any damage resulting from the use of prohibited decorations. Decorating and delivery of equipment may not begin prior to your reservation time. A separate rental time must be reserved and rental fee paid for set-ups required the day before a scheduled event. All decorations and rental equipment must be removed immediately following your event. City staff is not responsible for the set-up, removal, or security of rental equipment.

CHAIR HOLDER STORAGE CART ABSOLUTELY CANNOT BE REMOVED FROM MAIN HALL! Do not attempt to roll the chair storage cart from the main hall to the lobby area, damage has been incurred to the door frames, resulting in major repair expenses. If the chair storage cart is not inside main hall when inspection occurs, **THE DEPOSIT WILL BE FORFEITED NO EXCEPTIONS!**

Caterers: Make prior arrangements with your caterer to clean the kitchen and remove all food, trash and rental equipment. Remember to ask how much time your caterer will need to set up and clean up so you can better estimate your rental time needed. **TABLE COVERINGS ARE REQUIRED IF YOU ARE SERVING FOOD AND BEVERAGES.**

Alcohol consumption: Alcohol is not allowed on the property unless the lessee has obtained a valid ALCOHOL PERMIT from the City.

Entertainers & Use of in-house sound system: Before finalizing your entertainment, you should be sure their power needs are compatible with our facility. **FOG AND BUBBLE MACHINES ARE PROHIBITED.** Lessee is responsible for any damages incurred to the facility by entertainers or their employees (including scratches on the floor and damages to the outside stage and grounds). The lessee agrees to assume all costs arising from the use of patented, trademarked, franchised or copyrighted materials, devices, processes, or dramatic right used or incorporated into each event. An in-house sound system is available for meetings or for background music purposes only. We recommend that you hire a professional DJ or band if you expect more than background music for your function. City staff are not available to run the music for any event.

Weapons & Explosives: POSSESSION AND/OR USE OF FIREARMS, WEAPONS, FIREWORKS & EXPLOSIVES IS PROHIBITED!

Tobacco use: Use of tobacco products is prohibited inside the Depot, under the overhangs, and on the stage. It is your responsibility to inform your guests of the rule.

Initial _____

DEPOT RENTAL POLICIES (continued)

Violations of Rules: Any person violating the existing rules and regulations or, in the opinion of city staff, constituting a public nuisance or potential hazard to persons or property, or exhibiting disorderly conduct, shall be served notice by city staff and expelled from the premises. Such violations can be subject to prosecution in accordance with state and local laws and ordinances.

Right to alter or end an event: The City of Landrum maintains the right to alter or end an event at any time it is determined necessary to protect the facility from damage; or to assure the safety and welfare of event participants, City visitors, or the surrounding community. In the event a function is ended for cause, no refund will be issued.

Damages: Damaging or altering the appearance of any portion of the Depot or surrounding area will result in the forfeit of the security deposit, be it an act of the lessee, his employees, agents, or guests. **AN INSPECTION IS CONDUCTED BEFORE AND IMMEDIATELY AFTER EACH RENTAL.** The lessee is responsible for damages that exceed the amount of the security deposit, as determined by City Staff.

Clean up responsibilities:

Kitchen

- Bag and tie all garbage and place in the designated trash receptacles located behind the Depot.
- Clean and wipe down the sink and counters.
- Clean out the refrigerator and wipe away any spills inside (nothing can be left inside, not even ice)
- Clean oven and microwave and wipe away any spills inside
- **SWEEP AND WET SWIFFER THE FLOORS.**

Lobby & Main Room:

- Lessee must remove all decorations from the premises.
- Dispose of all decorations and trash. Bag and tie up all garbage and place in designated trash receptacles located behind depot.
- Wipe down and clean all tables and chairs, fold and return them to the chair rack and storage.
- **SWEEP AND WET SWIFFER ALL FLOORS IN MAIN HALL AND LOBBY. CLEAN UP ALL SPILLS, SCUFFS AND FOOTPRINTS!**

ALL RENTAL EQUIPMENT MUST BE REMOVED IMMEDIATELY FOLLOWING THE EVENT.

Bathrooms:

- Bag and tie all garbage and place in the designated trash receptacles located behind the Depot.
- Clean and wipe down sinks and mirrors, clean up any spills.
- **SWEEP AND WET SWIFFER THE BATHROOM FLOORS.**

Parking, loading, and unloading: All vehicles should park in designated parking areas. Vehicles are NOT allowed to pull up onto the park grounds because of potential damage to irrigation system. Failure to follow this policy may result in the forfeiture of the security deposit and may result in additional damage fees charged to the lessee.

IDEMNIFICATION: The rentee(s) agree to indemnify and hold harmless the City of Landrum and it's agents and employees from any and all claims or lawsuits for damages or injuries of any kind or nature which occur as a result of or arising out of the use of city property by the rentee(s) and the guest(s) of the rentee(s) pursuant to this agreement.

Initial _____