



## Byron Historic Train Depot RENTAL APPLICATION

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected Attendance (max capacity: 40): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Food Served? YES NO

**Rental Deposit: \$200.00\*\* Rental Fee: \$100.00**

\*\*Refundable Seven (7) Business Days after Post-Event Walk-Thru by Welcome Center Staff\*\*

Applicant Signature: \_\_\_\_\_

Please make checks payable to: **BYRON WELCOME CENTER**

Deposit/Rental Fee Received by: \_\_\_\_\_

Received Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash Receipt #: \_\_\_\_\_

Deposit Returned/Declined (attached explanation) Date: \_\_\_\_\_ Check #: \_\_\_\_\_

By: \_\_\_\_\_

Signature (Renter): \_\_\_\_\_

Key Code: \_\_\_\_\_



**1. General Guidelines:**

- a. Failure to abide by this policy, other applicable policies of the City of Byron or applicable state and federal laws will result in the denial of future use of facilities.
- b. Facilities are never to be used for purposes other than those specifically approved as part of the rental agreement.
- c. Damage/ cleaning deposits and rental fees will be paid at the time of making a reservation. **No reservation will be confirmed until the Refundable Damage/Cleaning Deposit AND Rental Fee have been received.**
- d. Coordination of reservations, for the facility, shall be made through the **Byron Welcome Center** located at:  
209 Chapman Road  
Byron, GA 31008

**2. Basic Requirements:**

- a. The Renter is responsible for the actions and damages of guests they have invited/allowed into the facility. The Welcome Center Representative is **NOT** responsible for maintaining a guest list, or for allowing or restricting entry, except when that guest is not abiding by the policies of the City of Byron.
- b. The Byron Welcome Center is **NOT** responsible for any unattended person or property.
- c. Alcoholic beverages **WILL NOT** be allowed on the Welcome Center premises.
- d. Illegal drugs and/or illegal weapons **WILL NOT** be allowed on the Welcome Center premises.
- e. Smoking is **NOT** permitted inside the facility.
- f. No fireworks, incendiary devices are ever allowed on Train Depot property. This includes sparklers, firecrackers, or any other type of fireworks.
- g. No incense, candles, or other open flame decorations are allowed in the facility.

**3. Facility Specific Regulations:**

- a. There will be NO decorations, of any kind, taped, nailed, tacked, or pinned to the walls or ceilings.
- b. Nothing that leaves a mark or residue will be used in the facility.
- c. **NO CONFETTI OR GLITTER OF ANY TYPE!!**
- d. Renter is to remove ALL garbage and any remnants of use, such as tablecloths, balloons, etc. Facility is to be returned in the condition in which it was received.
- e. A walk-through inspection will be held by the Welcome Center representative, the first business day, after the event. If facility is not left in proper condition the Welcome Center will determine eligibility of deposit refund.
- f. Rental fee includes the use of tables and chairs. Tables and chairs will not leave the facility nor be rented separate from the facility. (**maximum facility capacity is 40 people**).
- g. There are NO available kitchen/cooking facilities within the Train Depot.
- h. Audio/ Visual and other sound equipment **WILL NOT** be available.
- i. **\*REMEMBER\*** turn off all lights and lock the Train Depot door, a key code will be provided for access to the event space.



**4. Deposit/Fees:**

- a. \$200.00 refundable deposit and \$100.00 rental fee is to be paid at time of booking for a total of \$300.00.  
\*\*The refundable Damage/Cleaning Deposit is REQUIRED to rent the facility. Checks will be deposited on receipt, and refunds will be issued after the post-event facility walk-through has been completed. In the event, damage has been noted, renter forfeits deposit. If no damage or cleaning is required, the full deposit will be returned within seven (7) Business Days\*\*
- b. If you must cancel, we will need notification, in writing, at least five (5) business days prior to the event, for deposit to be returned.

\*\*I agree to the above listed terms and conditions and understand that I am responsible for the conduct of my guests and the property of the Byron Welcome Center while I am the renter.

Signed (Renter): \_\_\_\_\_

Date: \_\_\_\_\_

Welcome Center Representative: \_\_\_\_\_



## POST-EVENT CLEANING CHECKLIST

- Remove all table coverings and/or decorations
- Take out all trash from event space & bathroom; replace bags
- Be sure to remove all items from the refrigerator & freezer
- Vacuum event space
- Thermostat settings:
  - Heat setting needs to be set to 65 (cold months)
  - Air setting needs to be set to 75 (hot months)

### Notes:

Trash bags, cleaning supplies, and vacuum are located in the bathroom.