CITY OF COLLINS
102 SOUTH ASH AVENUE
DEPOT RENTAL

RESERVATION APPLICATION
(MUST BE 21 YEARS OF AGE TO RENT AND SIGN THIS AGREEMENT)
ALL INFO MUST BE FILLED IN

NAME: _____

ADDRESS: _____

PHONE: HOME: _____ WORK: _____

DRIVERS LICENSE NUMBER: _____

DATE OF USE: _____ TIME FROM: _____ TO: _____

PURPOSE (BE SPECIFIC): _____

_____

ESTIMATED ATTENDANCE: _____

DEPOSIT AMOUNT RECEIVED: $_____ DATE DEPOSIT PAID: _____

RENTAL AMOUNT RECEIVED: $_____ DATE RENTAL PAID: _____

****RENTAL FEE IS DUE TWO (2) DAYS PRIOR TO YOUR EVENT****

I HAVE READ THE AGREEMENT CONCERNING USE AND CLEAN UP OF THE TRAIN DEPOT. BY SIGNING THIS AGREEMENT, I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY ITEMS THAT ARE MISSING, BROKEN OR DAMAGED AND THE BUILDING MUST BE TOTALLY CLEANED AND ALL PERSONAL ITEMS REMOVED BEFORE LEAVING.

_____   _____
                    SIGNATURE   DATE

CITY OF COLLINS DEPOT
102 SOUTH ASH AVENUE

DEPOT RENTAL AGREEMENT

FEES AND REGULATIONS

RENTAL FEE - $100.00
WEDDING AND OR RECEPTION- $200.00
CAPACITY – 100 PEOPLE

HOURS AVAILABLE TO RENT: 8:00 A.M. – 12:00 MIDNIGHT
WEDDING AND OR RECEPTION- (RENTAL FEE INCLUDES EVENING BEFORE)

***ALL SECURITY DEPOSITS AND RENTAL FEES MUST BE PAID BY CASH,
MONEY ORDER OR CERTIFIED CHECK.***

A REFUNDABLE SECURITY DEPOSIT OF ($100) WHEN THE APPLICATION IS RECEIVED, AND
IS NOT APPLIED TOWARD THE RENTAL FEE. THE RENTAL FEE IS DUE TWO (2) DAYS PRIOR
TO YOUR EVENT. YOU MAY PICK THE KEY UP THE DAY BEFORE YOUR EVENT PROVIDING
THE DEPOT IS NOT RENTED. CONTACT CITY HALL THE DAY BEFORE YOUR EVENT TO
MAKE ARRANGEMENTS FOR THE KEY.

RESERVATIONS FOR BUILDINGS ARE CONFIRMED WHEN SECURITY DEPOSITS ARE
RECEIVED. YOUR MONEY ORDER, CERTIFIED CHECK OR CASH FOR DEPOSIT WILL BE
DEPOSITED WHEN RECEIVED BY US. THE SECURITY DEPOSIT IS RETURNED AFTER THE
BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, KEYS, EMPLOYEE
SERVICES, TRASH OR OTHER VIOLATIONS OF THIS AGREEMENT ARE DEDUCTED. A
REFUND CHECK FROM THE CITY OF COLLINS WILL BE WRITTEN TO YOU WITHIN THREE
(3) BUSINESS DAYS AFTER YOUR FUNCTION FOR YOUR DEPOSIT.

THE DEPOT MAY NOT BE OCCUPIED AFTER MIDNIGHT OR BEFORE 8:00 A.M. THE RENTAL
TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP TIME.

ALL GARBAGE MUST BE PLACED IN BENDS BEHIND THE DEPOT.

A FEE OF $20.00 WILL BE CHARGED FOR ALL KEYS NOT RETURNED WITHIN TIME
ALLOTTED OR FOR LOST KEYS.

INSTRUCTIONS FOR RESERVATIONS

PLEASE RETURN THE RESERVATION FORM AND SECURITY DEPOSIT TO:
CITY OF COLLINS AND UPON RECEIVING THE FORM AND PAYMENT, YOUR RESERVATION
WILL BE HELD AND A RECEIPT WILL BE RETURNED TO YOU.

_____   _____
            SIGNATURE   DATE

CITY OF COLLINS DEPOT

<u>STATEMENT OF AGREEMENT</u>

RENTAL IS FOR BUILDING USE ONLY.

*ENTRY FEES FOR AN EVENT ARE STRICTLY FORBIDDEN.

NO LOITERING IN THE PARKING LOT OUTSIDE THE BUILDING.

*DO NOT DRAG TABLES OR CHAIRS ACROSS FLOORS.

*DO NOT PUT TAPE, TACKS, ETC. ON THE WALLS OR CEILING.

*DO NOT OPEN OR CLOSE CARGO WOODEN DOORS.

*NO CONFETTI OR GLITTER

ADDITIONAL FEES MAY BE CHARGED FOR TRASH, CLEAN UP OR DAMAGES.

 IT IS THE RESPONSIBILITY OF THE INDIVIDUAL RESERVING THE FACILITY TO INSURE THAT THE PREMISES ARE LEFT IN THE SAME CONDITION OF CLEANLINESS AS IT WAS BEFORE RENTING.

THIS INCLUDES:

 *ALL GARBAGE MUST BE PLACED IN BENDS BEHIND THE DEPOT OR REMOVE & HAUL OFF AND ALSO SWEEP OR MOP ANY EXCESSIVE DIRT, LITTER OR SPILLS. (USE WATER ONLY MOPPING WOOD FLOORS.)

 *TURN OFF ALL LIGHTS

 *TURNING BACK THE THERMOSTAT TO 78 DEGREES IN SUMMER MONTHS AND 70 DEGREES DURING WINTER MONTHS BEFORE LEAVING.

UPON EXITING THE BUILDING BE SURE IT IS LOCKED AND SECURED.

SMOKING IS NOT PERMITTED.

THE CITY OF COLLINS POLICE RESERVE THE RIGHT TO ENTER THE BUILDING AT ANY TIME DURING THE EVENT AND THE CITY RESERVES THE RIGHT TO END THE EVENT IMMEDIATELY WITH NO REFUND TO THE RENTER.

THE KEY TO THE FACILITY MUST BE RETURNED TO THE COLLINS CITY HALL BY NOON THE NEXT BUSINESS DAY OR COLLINS POLICE DEPARTMENT ON THE WEEKENDS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

THE APPLICANT AGREES TO INDEMNIFY AND SAVE HARMLESS THE CITY OF COLLINS AGAINST ALL COSTS, ACTIONS, CLAIMS AND DEMANDS, WHATSOEVER THAT MAY RESULT FROM THE ACTIVITIES OF THIS EVENT.

_____   _____

   SIGNATURE   **DATE**