CITY OF COLLINS DEPOT RENTAL 102 SOUTH ASH AVENUE

RESERVATION APPLICATION MUST BE 21 YEARS OF AGE TO RENT FACILITY AND SIGN THIS CONTRACT

ALL INFO IS REQUIRED

| NAME: | | | | | |
|---|--------------------|------------------|--|--|--|
| ADDRESS: | | | | | |
| PHONE: HOME: _ | WORK: | CELL: | | | |
| DRIVERS LICENS | E NUMBER: | | | | |
| DATE OF EVENT: | | | | | |
| START TIME:END TIME: | | | | | |
| PURPOSE (BE SPE | CCIFIC): | | | | |
| ESTIMATED ATTI | ENDANCE: | | | | |
| | OFFICE USE ONI | LY | | | |
| DEPOSIT \$ | DATE DEPOSIT PAID: | CA CH CC MO REC# | | | |
| RENTAL \$ | DATE RENTAL PAID: | CA CH CC MO REC# | | | |
| ***RENTAL FEE IS DUE THREE (3) DAYS/72 HOURS PRIOR TO YOUR EVENT*** IF YOUR RENTAL FEE IS NOT PAID BY THE DEADLINE, YOUR EVENT WILL BE REMOVED FROM THE CALENDAR 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. | | | | | |

DATE

SIGNATURE

CITY OF COLLINS TRAIN DEPOT RENTAL AGREEMENT

FEES AND REGULATIONS

HOURS AVAILABLE TO RENT 8:00 A.M. – 12:00 MIDNIGHT

THE RENTAL TIME INCLUDES SETUP, TEAR DOWN, AND CLEAN UP. A FEE OF \$50 IF THE BUILDING IS OCCUPIED AFTER MIDNIGHT. BUILDING INSPECTED AT MIDNIGHT BY COLLINS POLICE OFFICER.

RENTAL----\$100.00

DEPOSIT---\$100.00 WEDDING AND OR RECEPTION- \$200.00 (INCLUDES EVENING BEFORE)

THE CITY MAY REQUIRE A LICENSED SECURITY OFFICER AND LIABILITY INSURANCE BASED ON YOUR TYPE OF EVENT AND NUMBER OF ATTENDANCE. PROOF OF SECURITY AND LIABILITY INSURANCE MUST BE PROVIDED 3 DAYS BEFORE YOUR EVENT.

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

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.

A REFUNDABLE SECURITY DEPOSIT OF \$100.00 IS DUE WHEN THE APPLICATION IS RECEIVED AND IS NOT APPLIED TOWARD THE RENTAL FEE. THE RENTAL FEE IS DUE THREE (3) DAYS/72 HOURS PRIOR TO YOUR EVENT. IF YOUR RENTAL FEE IS NOT PAID BY THE DEADLINE, YOUR EVENT WILL BE REMOVED FROM THE CALENDAR.

RESERVATIONS FOR BUILDINGS ARE CONFIRMED WHEN SECURITY DEPOSITS IS RECEIVED. A REFUND CHECK FROM THE CITY OF COLLINS WILL BE WRITTEN TO YOU WITHIN THREE (3) BUSINESS DAYS AFTER THE BUILDING IS INSPECTED AND FEES FOR CLEANING, MAINTENANCE, KEYS, EMPLOYEE SERVICES, TRASH OR OTHER VIOLATIONS OF THIS AGREEMENT ARE DEDUCTED. DEPOSIT REFUND CHECKS CAN ONLY BE GIVEN OUT TO THE PERSON WHO SIGNED THE RENTAL AGREEMENT. IF YOU ARE UNABLE TO PICK UP YOUR REFUND CHECK, IT WILL BE MAILED TO THE ADDRESS PROVIDED.

IF REQUESTED, THE CITY OF COLLINS EMPLOYEES CAN SET UP TABLES AND CHAIRS FOR A FEE OF \$50.00 AND TAKE DOWN TABLES AND CHAIRS FOR A FEE OF \$50.

A FEE OF \$25.00 WILL BE CHARGED FOR ALL KEYS NOT RETURNED WITHIN TIME ALLOTTED OR FOR LOST KEYS.

CONTACT CITY HALL THE DAY BEFORE YOUR EVENT TO MAKE ARRANGEMENTS FOR THE KEY. THE KEY TO THE FACILITY MUST BE RETURNED TO THE COLLINS CITY HALL (DROP BOX) OR COLLINS POLICE STATION BY 12:00 A.M. THE NIGHT OF THE EVENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

THE APPLICANT WHO SIGNS THE RENTAL AGREEMENT ASSUMES RESPONSIBILITY FOR THE ACTIONS OF THOSE PRESENT AT THE DEPOT DURING THE RENTAL TIME STATED ON THE AGREEMENT. ANY APPLICANT GRANTED USE OF THE DEPOT MAY NOT ASSSIGN HIS/HER RENTAL TIME TO ANOTHER PERSON, GROUP OR ORGANIZATION.

| SIGNATURE | DATE |
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CITY OF COLLINS DEPOT

STATEMENT OF AGREEMENT

- * NO DANCES ALLOWED.
- NO DJ'S ALLOWED.
- **ENTRY FEES ARE STRICKLY FORBIDDEN.**
- ❖ DO NOT DRAG TABLES OR CHAIRS ACROSS FLOORS.
- ❖ NO TAPE, TACKS, NAILS, STAPLES, GLUE, ETC. MAY BE USED TO ATTACH DECORATIONS ON THE WALLS OR CEILING.
- NO SPRAY GLUE, NO CONFETTI, BOTTLED BUBBLES, SMOKE MACHINE, SPRAY GLITTER, SPRAY PAINT OR ANY TYPE OF AEROSOL ADHESIVES WILL BE ALLOWED.
- ❖ ALL GARBAGE MUST BE PLACED IN BARRELS AT THE PARKING AREA BEHIND TRAIN DEPOT OR MAY BE REMOVED & HAULED OFF.
- ❖ SWEEP OR MOP ANY EXCESSIVE DIRT, LITTER OR SPILLS. (USE WATER ONLY WHEN MOPPING WOOD FLOORS.)
- ❖ UPON EXITING THE BUILDING BE SURE ALL LIGHTS ARE TURNED OFF AND BUILDING IS LOCKED AND SECURED.
- ❖ THERMOSTATS ARE LOCKED AND SET FOR THE SUMMER AND WINTER MONTHS, BUT IF YOU HAVE AN ISSUE WITH THE TEMPERATURE, YOU MAY CONTACT THE COLLINS POLICE DEPARTMENT 601-765-6541.
- ❖ IT IS THE RESPONSIBILITY OF THE INDIVIDUAL RESERVING THE FACILITY TO ENSURE THAT THE PREMISES ARE LEFT IN THE SAME CONDITION OF CLEANLINESS AS IT WAS BEFORE RENTING.
- **SMOKING IS NOT PERMITTED.**
- ❖ NO LOITERING IN THE PARKING LOT OUTSIDE THE BUILDING.

THE CITY OF COLLINS POLICE AND FIRE CHIEF 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 (DROP BOX) OR COLLINS POLICE STATION BY 12:00 A.M. THE NIGHT OF THE EVENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

| TRAIN DEPOT CAPACITY | | |
|----------------------|----------|--------------|
| TABLES & CHAIRS | UTILIZED | .100 MAXIMUM |

THE APPLICANT SHALL INDEMNIFY AND HOLD THE CITY OF COLLINS AND ALL ITS EMPLOYEES, AGENTS, REPRESENTATIVES OR GOVERNING AUTHORITIES OF AND FROM ANY AND ALL LIABILITIES, CLAIMS AND JUDGEMENTS OF ANY NATURE, INCLUDING DAMAGE OR LOSS OF PROPERTY, INJURY TO PERSONS (INCLUDING DEATH), OR ANY OTHER LOSS, DEMAND, LIABILITY OR EXPENSE CAUSED BY OR IN CONNECTION WITH THE APPLICANT.

| SIGNATURE | DATE |
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CITY OF COLLINS – PUBLIC FACILITIES KITCHEN USE AGREEMENT

COLLINS CIVIC CENTER KITCHEN USE & COOKING POLICY:

The Civic Center Kitchen is a "Preparation Kitchen Only" and is not intended for full food service cooking. The use of additional cooking devices; including countertop fryers, countertop grills or other similar devices is not allowed. There shall be no cooking of any kind inside the main room of the civic center. There is to be NO FRYING whatsoever inside the kitchen. All frying or grilling must take place outside in the approved concrete area, or offsite. The use of food warmers or chaffing dishes is allowed but they must be supervised throughout the entirety of their use.

COLLINS TRAIN DEPOT KITCHENETTE & COOKING POLICY:

The Train Depot Kitchenette is a "Food Preparation Area Only" and is not intended for cooking of any type. All food must already be cooked, and the kitchenette is for the serving & final preparation use. The use of any additional cooking devices, other than the provided microwave is prohibited; countertop fryers, countertop grills, griddles or other similar devices is not permitted. The use of coffee makers is allowed. The use of food warmers or chaffing dishes is also allowed but they must be supervised throughout the entirety of their use.

NOTE: The Fire Chief or Police Chief of the City of Collins, or their designees reserve the right and are permitted to enter any City of Collins Facility during any events to ensure that all policies are being followed and that renting party is within compliance with this agreement. If found out of compliance the City of Collins reserves the right to end the event immediately with no refund to the renter.

| Signature of Renter | Date |
|--|-------------------------|
| | |
| The renting party agrees to abide by all listed policy i | fules by signing below. |