

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 LICENSE NUMBER: _____

DATE OF EVENT: _____

START TIME: _____ END TIME: _____

PURPOSE (BE SPECIFIC): _____

ESTIMATED ATTENDANCE: _____

OFFICE USE ONLY

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.**

SIGNATURE

DATE

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

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.

The renting party agrees to abide by all listed policy rules by signing below.

Signature of Renter

Date