

HISTORIC TRAIN DEPOT & CARRIE HOUSE- FACILITY RENTAL AGREEMENT

Admin Office: 2753 Watts Drive, Kennesaw, Georgia 30144 • 770-422-9714 • 678-460-3373 fax • www.kennesawparksandrec.com



Reserve the Train Depot or Carrie House for your next private function or special event. If you are looking for a historic feel, the 1908 depot is the perfect space. This Kennesaw landmark has been restored to its early 20th-century appearance and includes a small educational exhibit about the city's history. The depot is an especially popular place for birthday parties but also serves as a great site for small meetings and family reunions. Nearby attractions include the Southern Museum of Civil War and Locomotive History (a member of the prestigious Smithsonian Affiliations Program), Kennesaw Mountain National Battlefield Park and Town Center Mall. There are over a dozen lodging options within a two mile radius, and whether you prefer casual or elegant dining, endless choices of restaurants and eateries are within a short drive.

These facilities can be rented Monday through Sunday from 8am to 10pm. Staff will meet you onsite to unlock the facility at your stated rental time and complete a walk through at the completion of your event. If you need assistance during your rental please contact Parks & Recreation staff at 678-994-5459. Reservations must be made in-person during regular office hours, Monday through Friday. Reservations must be made one week in advance. Full payment and refundable (damage/cleaning) deposit is due at the time of reservation.

Available Facilities

	Capacity			
	Banquet	Theater	Classroom	Reception
Carrie House	-	-	13	13
Historic Train Depot	-	40	40	40

Facility Rental Fees

	Security Deposit	Kennesaw City Resident	Non-Resident	Non-Profit
Carrie House	\$50.00	\$100.00/hr	\$200.00/hr	\$75.00/hr
Historic Train Depot	\$50.00	\$60.00/hr	\$120.00/hr	\$35.00/hr

Rentals require a two (2) hour minimum rental time.

Facility Addresses

Carrie House	2838 Cherokee St, Kennesaw, Georgia 30144
Historic Train Depot	2820 Cherokee St, Kennesaw, Georgia 30144

Rental Application

First Name: _____ Last Name: _____

Company Name (if applicable): _____ Non-Profit (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Tel (H): _____ (W): _____ (C): _____ Fax: _____

E-Mail Address: _____ Applicant Type: Kennesaw City Resident Non-Resident Non-Profit

Facilities Requested: Historical Depot Carrie House

Purpose of Event (be specific): _____

Date of Event: _____ Rental Start Time: _____ Rental End Time: _____ Est. Attendance: _____

Configuration: **[Attach a Floor Plan]** Banquet Style Theater Classroom Reception Other _____

Alcohol Present? Yes (see reverse side for information) If Yes, what time will your guests begin arriving (required) _____ No

Food/Beverage Present? Yes No Caterer Present? Yes No

Payment Information (checks payable to "City of Kennesaw")

Security Deposit: \$ _____ Cash or Check # _____ Visa/MasterCard/Amex # _____ Exp. Date: _____

Rental Fees: \$ _____ Cash or Check # _____ Visa/MasterCard/Amex # _____ Exp. Date: _____

FOR OFFICE USE ONLY: Approved by _____ Date: _____ Permit # _____

(Revised 3/27/18)

Rental Policy Information

Facility Usage: Facilities may not be reserved more than one (1) year in advance. No facilities may be used for fundraising purposes without prior approval from the Parks & Recreation Director. **Commercial solicitation and transactions are prohibited.** Requests for periodic, regularly recurring use of facilities must be approved by the Parks & Recreation Director. When facilities are not in use for scheduled activities and are available to the public for rent, then use of facilities is available on a first come, first serve basis.

Hours: Facilities may be rented Monday through Sunday from 8:00 a.m. to 10:00 p.m. Please allow appropriate time for setup before the event and clean up after the event.

Rental Agreement: To reserve a facility, a Facility Rental Agreement must be completed, signed and returned to the Parks & Recreation Department. Facility Rental Agreements are available at the Ben Robertson Community Center and on the City web site at www.kennesawparksandrec.com.

Rental Fees: All rental fees and security deposit are due at the time of application. Applicant and guests may be subject to eviction, loss of security deposit and additional rental fees up to twice the rental rate if event exceeds Rental End Time. Applicant may also lose facility use privileges.

Security Deposit: All rental applicants must pay a security deposit. The deposit is refundable if, and only when, the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Parks & Recreation Department and will not be refunded until the facility has been inspected by City personnel.

Cleaning: The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash cans. All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant is required to sweep or mop if needed. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Parks & Recreation Department.

Reservation Status: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time.

Cancellation Policy: There will be a cancellation fee of \$25.00 if facility rented and reserved is not cancelled at least 15 days prior to the event.

Floor Plan: To assure that setup needs are met in a timely manner, rental applicants are required to provide a detailed floor plan to the front desk personnel at least one (1) week prior to the rental. City personnel are responsible for setting up the necessary tables and chairs for the event according to the floor plan. If the floor plan is not received prior to the event, the City personnel will setup the room according to the estimated attendance indicated on the rental agreement.

Alcoholic Beverages: Alcohol may be served to persons 21 years of age or older under the terms and conditions consistent with the applicable laws of the State of Georgia as long as the rental applicant abides by the following rules: 1) A closed function event serving alcohol required by law, with no exceptions, a permit from the City of Kennesaw. 2) An Alcohol Permit Application must be submitted at least 21 days in advance to be approved. City personnel will assist the rental applicant in obtaining this permit. The permit specifies the hours in which the closed function is permitted to occur, and must be posted in a conspicuous location during the event. 3) Individuals attending the function may only consume alcoholic beverages inside the rented room. No alcoholic beverages may be consumed anywhere else in the building or outside. 4) If alcohol is being served, a City of Kennesaw police officer must be present from the time guests begin arriving to the end time listed on the Facility Rental Agreement. City personnel will assist with the scheduling the police officer. The rental applicant is required to pay the police officer directly at the event at a rate of \$40 per hour (cash only) with a 2 hour minimum.

Questions may be addressed to Captain Kimberlee Brophy at (770) 422-2505. 5) The rental applicant will take responsibility for and hold the City of Kennesaw harmless from all liabilities arising from the serving and consumption of alcoholic beverages.

Caterers: Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property before/after an event unless prior arrangements have been made with the Parks & Recreation Director. The City of Kennesaw is not responsible for any lost or stolen equipment.

Parking: All vehicles must park in parking spaces. Parking is available at Depot Park and public parking in the downtown area within an easy walk to the amphitheatre. Parking is not guaranteed in the parking lot for Train Depot, Carrie House, or Depot Tunnel Amphitheatre rentals, and is on a first come, first serve basis. Parking permits are not required. City personnel do not direct traffic/parking. **Accessible parking** is available on in the Depot Parking Lot.

Minors: Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Personal Property: The City of Kennesaw is not responsible for any valuables or personal property left on the premises.

Facility Appearance: The City of Kennesaw cannot guarantee that the rented space will have the same appearance as when originally viewed.

Decorations: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti: Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside or outside the Historic Train Depot and Carrie House.

Candles: All candles must be contained in a glass container taller than the top of the candle flame.

Smoking: Smoking is prohibited inside and outside Historic Train Depot and Carrie House. Kennesaw city parks are "Breathe Easy Zones." Tobacco products, smoking and e-cigarettes are prohibited on all Kennesaw Parks & Recreation properties. City Ordinance: Sec. 66-2.

Animals: Animals are not permitted inside the Historic Train Depot and Carrie House without prior approval of the Parks & Recreation Director, except are the use of personal service animals.

Required Signature

I have read all of the rental policy information and agree to comply with my signature below. I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Signature: _____ **Date:** _____

The City of Kennesaw reserves the right to refuse application for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.

(Revised 3/27/18)