



**Chelsea Depot Association
125 Jackson St.
P.O. Box 93
Chelsea, Michigan 48118**

Rental Agreement

Date _____

_____ Representing _____
(Name of Person) (Name of Event or Organization)

Hereby rents The Historic Chelsea Depot for the _____ day of _____, 20__.

The renter understands that they have the use of the above facility for that day **beginning at 9:00 AM**. Rental includes use of tables and chairs: 10 five foot diameter round tables, 6 eight foot and four six foot rectangular tables, 100 padded metal folding chairs, and a coat rack with 100 hangers, all to be **RETURNED WHERE FOUND**, thank you.

The event at the building will begin at _____AM/PM. There will be approximately ____ guests. The legal limit of people in the east end is 100 and the west end limit is 30.

1. The rental charge shall be \$ _____ (see below for rates). The security deposit shall be \$150, and the cleaning fee \$100. Payments are payable to the Chelsea Depot Association. If PayPal is used, at least 3% must be added.
2. After the event, if there is no damage to the facilities, the damage deposit fee will be returned to the renter at the end of the month in which your event occurred. **If trash is not removed and taken away**, or if "Depot Event" parking signs are not brought back inside, a \$50 charge will be levied against the Security Deposit.
3. The renter agrees and understands that there shall be no refunds of the rental fee if event is canceled by the renter. However, if the renter's event does not take place and the facility is later rented for that date, the rental fee will be refunded with the exception of \$50 for administrative costs.

4. The renter agrees that they will not assign or sublet the said premises or any portion thereof to another person or persons, nor will they alter, modify or remove any part of the structure or its furnishings and appurtenances. Decorations will not be attached to the wall, windows, or light fixtures. **No nails, tape** or other devices that pierce or stick to the surface may be used while decorating the interior or exterior of this historic building. **Do not use confetti or glitter since it is very difficult to remove.** _____(initial please)
5. The renter agrees that the Depot Association is not responsible for any loss, injury, or damage suffered by the renters, their guests, or others, or to their personal property.
6. The renter agrees that they will be responsible for all damages beyond normal wear to the building, its contents and the grounds. The renter shall reimburse the Depot Association for the costs of repair or replacement and the pertinent labor and material costs for damages beyond normal use of the facilities, including costs in excess of the security deposit.
7. The renter and Depot Association agree that acceptable behavior and orderly conduct by persons within the building and on the grounds, must be maintained and enforced by the renter, who must remain in the building until the event is terminated and the building is vacated.
8. The renter shall indemnify and save the Depot Association harmless from any liability resulting from any and all claims, demands, suits or other action arising from the renter's use of the facility.
9. The Depot Association reserves the right to re-enter the premises at any time for the inspection of the same.
10. The renter shall abide by all the laws, statutes and regulations pertaining to the use of alcoholic beverages. Alcohol is permitted for use by responsible legal age adults.
11. The renter shall carry \$500,000 of liability insurance associated with their home owner's insurance, business insurance, or a special event insurance. If you have any questions please call your insurance agent or Rick Eder at 734-475-7229.
12. If in the judgement of the Depot Association the premises are not useable due to vandalism, fire, etc., this agreement shall terminate and all rental and security deposits shall be returned in full, with no claim for damages arising against either.
13. It is the responsibility of the renter to **remove all trash from the Depot and take it away.** When taking the trash bags to the front door, please leave them in the trash drums until they are outside of the Depot. This prevents liquids leaking from the bags onto the carpet from the kitchen all the way to the front door. _____ (initial please)
14. The renter may set up the day prior to the scheduled event if the building is not being used by another party on that day. The renter will be given the code to the lockbox which contains the door key prior to rental. **In an emergency**, a key to the Depot may be

picked up at Thompson's Pizzeria at 20700 Old US 12 in Chelsea, 734-475-7605, or TEXT ONLY Todd Gillihan at 248-885-2891.

15. No one: renter, caterer, florist or any other company or person is to drive a vehicle on the track side of the Depot. This is dangerous and illegal. The renter shall warn all guests of the danger of standing on the track side of the Depot when a train is passing.
16. The Depot and its surroundings are smoke free. **Smoking is prohibited inside the Depot and within 50 feet of the Depot Building.** This is a safety issue to protect the Historic Depot from fire hazards. Please inform your guests of this restriction. Thank you for your cooperation in this matter.

Depot Rental Rates

	Week Days (Monday to Thursday)		Weekends (Fri., Sat. Sun.)
Depot Rent	\$200		\$400
Cleaning Fee	\$100	Remember deposit	\$100
Security Deposit	<u>\$150</u>	is returned if rental	<u>\$150</u>
Total	\$450	agreement is followed.	\$650

The Depot rent cost for non-profit organizations is half the regular rent at \$100 for week days and \$200 for weekend days. The deposit and cleaning fee remain the same.

The Deposit is due at the time of the reservation. The balance is due one month prior to the scheduled event. If check doesn't clear 2 weeks prior to rental, rental may be forfeited. Make check payable to the "Chelsea Depot Association" and mail with signed contract to:

Chelsea Depot Association
P.O. Box 93
Chelsea, MI 48118

_____ Date _____
Renter's Signature

Address _____ City _____

State _____ Zip Code _____

Phone _____
Home Work or Cell

E-Mail _____

Please direct questions to Marsi Darwin at Marsi@ChelseaDepot.com