



**Chelsea Depot Association
P.O. Box 93
Chelsea, Michigan 48118
www.ChelseaDepot.com**

Rental Agreement

Date _____

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

Hereby rents The Historic Chelsea Depot for the _____ day of _____, 20__.
The renter understands that they have the use of the facility for that day beginning at 9:00 a.m..
Rental includes 10 - 60" round tables (seats 8), 8 - 8' rectangular tables, 4 - 6' rectangular
tables, approx.135 metal folding chairs & coat rack with hangers, to be returned where found.

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 50.

1. The rental charge shall be \$ _____ (see below for rates) plus a \$50 cleaning fee.
The damage deposit shall be \$150 and that payment holds the date. The rental and
cleaning fee are DUE one month prior to the event. Payments are to be payable to the
Chelsea Depot Association. If there is no damage to the facilities and the trash is
removed, the deposit will be returned to the renter at the end of the month. If the key is
not returned or the lockbox key is damaged, a \$50 charge will be levied against the
deposit.
2. The Depot Association Treasurer issues refunds for security deposits at the end of the
month in which the rental occurred. If you must receive it sooner, please contact us.
3. The renter agrees and understands that there shall be no refunds of the rental fee
except to the extent that a cancellation is made by the Depot without cause or in
accordance with section 12. 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. They will not alter, modify, move or remove any part of the structure or its furnishings and appurtenances, including chair racks, benches, or stove. 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. No smoke machines. **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 labor and material costs for damages beyond normal use, including costs in excess of the damage 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 building is vacated after the event.
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.
11. The renter shall carry \$500,000 of liability insurance associated with their home owner's insurance, business insurance, or a special event insurance. The Depot Association reserves the right to ask for proof of insurance from the renter for persons consuming alcoholic beverages on the property by the insured. If you have any questions please call Rick Eder at 734-475-9184 or your insurance agent.
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.** 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 to the front door. **Renter's initial** _____.
14. The renter may set up the day prior to their event if the building is not being used by another party on that day. A key to the Depot may be found in the lockbox on the East

door of the depot. **Please ask for combination when rental is paid.** A key may also be picked up at Wines on Main, 100 N. Main or at Thompson's Pizzeria at 20700 Old US 12 in Chelsea during their business hours, or in an emergency from Larry Bean at 734-475-4648. Unreturned keys will result in a \$50 levy against security deposit.

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 (Friday, Saturday & Sunday)	
Depot Rent	\$200		\$350
Damage Deposit	\$150	Remember deposit is returned	\$150
Cleaning Fee	\$50	if agreement is followed.	\$50
Total	\$400		\$550

The Depot rent for non-profit organizations is half the regular rent. 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 the renter's check does not clear at least two weeks before the event, the renter may forfeit the rental.**

Mail signed contract and check made payable to "Chelsea Depot Association" to:

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

_____ Date _____
Renter's Signature

Address _____ City _____

State _____ Zip Code _____

Phone _____
Home Work or Cell

E-Mail _____