



Chelsea Depot Association  
125 Jackson St.  
Mailing Address: P.O. Box 93  
Chelsea, Michigan 48118

## Rental Agreement

Date \_\_\_\_\_

\_\_\_\_\_ for \_\_\_\_\_  
(Name of Person) (Type of Event or Name of 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 until midnight if needed. 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.

The event at the building will begin at \_\_\_\_\_AM/PM. There will be approximately \_\_\_\_\_ guests. The legal limit of people in the depot is 100.

1. The rental charge shall be \$ \_\_\_\_\_ (see below for rates) plus a \$100 cleaning fee. The refundable security deposit shall be \$150, made payable to Chelsea Depot Association and mailed to Box 93, Chelsea, or left in the dropbox. There is a \$50 returned check fee. If PayPal is used, please check with rental agent for exact amount.

2. After the event, if there is no damage to the facilities and everything on the CLEANUP LIST is followed, including parking signs taken down, the damage deposit fee will be returned to the renter at the end of the month in which the event occurred. Deposit is forfeited if rules on the Cleanup List are not followed.

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. Please note \$50 will be deducted for any cancelation.

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 - tables, chairs, and chair racks MUST STAY IN THE BUILDING. 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 loss, injury, or damage suffered by the renters, their guests, others, or their personal property. 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 Assn. for 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.

6. 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. This includes enforcing NO SMOKING on depot property. The Depot board reserves the right to enter the premises at any time for inspection of the same. Security cameras are in use for your protection as well as ours.

7. 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. 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.

8. 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 734-475-9184.

9. 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.

10. The renter may set up the day prior to the scheduled event if the building is not rented 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 obtained by TEXTING ONLY Marsi Darwin at 734-447-4303 or Todd Gillihan at 248-885-2891.

11. 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.

12. The Depot and its surroundings are smoke free - smoking is prohibited inside the Depot and within 50 feet of the building. Please inform your guests of this restriction. Protected candles may be used; flameless candles are preferred as a safety issue to protect the Historic Depot from fire hazards. Thank you for your cooperation.

**SEE BELOW FOR CURRENT RENTAL RATES**

## Chelsea Depot Rental Rates

Remember \$150 security deposit is returned to you at the end of the month in which your event occurred if rental agreement rules and cleanup list are followed.

Week Day (Monday, Tuesday, Wednesday, or Thursday):

Depot Rental \$250  
Cleaning Fee \$100  
Security Deposit \$150  
Total \$500

Weekend (Friday, Saturday, or Sunday):

Depot Rental \$500  
Cleaning Fee \$100  
Security Deposit \$150  
Total \$750

The Depot rental cost for non-profit organizations is half the regular cost at \$125 for week days and \$250 for weekend days.

The deposit and cleaning fee remain the same.

Other Optional Expenses:

Use of HDMI compatible TV - \$75 per rental

Setup of tables and chairs prior to rental - \$50, Takedown of chairs and tables after rental - \$50

The Deposit is due at the time of the reservation.

The balance of payment 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 or m.o. payable to the "Chelsea Depot Association" and mail with signed contract to the following address, NOT TO THE STREET ADDRESS!

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 [rentals@ChelseaDepot.com](mailto:rentals@ChelseaDepot.com)  
Thank you!