# 

# **Event:**

# **Event Day:**

# **Event Date:**

# **Event Hours:**

**Host/Sponsor(s):**

**Host Contact:**

**Contact Phone:**

**Contact Email:**

**Billing Address:**

**Number attending:**

**Bar:**

* Yes
* No

**Bar Service Provider:**

**Food:**

* Yes
* No

**Caterer:**

**Music:**

* Yes
* No

**Band/DJ:**

**Activity Schedule/Outline:**

***Please note the event schedule/outline below OR attach. An event schedule or outline is required and due at least 7 days prior to the event. Access to the space is granted from 10 AM - 4 PM the day before an event, as well as two hours prior to the event start day of. Any pick up time needed is available the following business day (Mon-Fri) from 10 AM - 4 PM.***

**Event Space Rental Agreement:**

Event space rental includes basic setup and lights adjustment for up to 200 people; $2/person fee applies above that. Tables and chairs above 200 will entail slightly older furnishings. We do not supply linens. **A finalized floor plan is due no later than 30 days prior to the event.**

Rental Package (If Applicable):

* Meeting (Mon - Thur): **$650 + $400 Deposit** Includes Table & Chairs, Podium, Mic & PA, WiFi, and Parking.
* Celebration: **$2000 + $575 Deposit** Includes Table & Chairs, Dance Floor & Stage, Caterers Kitchen, Tableware, PA & Mic, choice of Indoor OR Outdoor Space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Wedding: **$3500 + $775 Deposit** Includes Table & Chairs, Draping & Decor, Dance Floor & Stage, Arch, Caterers Kitchen, Tableware, PA & Mic, Indoor & Outdoor Spaces.

Please specify quantities needed of these included items:

Tables:

* 8’x30” Banquet Tables (21 available):
* 60" Round (28 available):
* 30” Round (11 available):

Chairs:

* Banquet:

Lectern/Podium:

* Yes
* No

Coat rack(s):

* Yes (3 available):
* No

Trash Can(s):

* Yes (10 available):
* No

**Additional Fees:**

Event Spaces:

* Depot: $2500
* Smoking Room/Parlor: $350
* Courtyard: $1500
* Park: $1500
* Kitchen: $200
* Canopy 10X10: $100

Tableware:

* Wine/Champagne Glasses: $7/12
  + Qty:
* Dishware/Flatware: Included in Kitchen Rental or $100 Without

Decor:

* Draping: $100
* Decor: $350
* Arch: $75

Entertainment:

* Stage: $100
* Dancefloor: $150
* Upright Piano: $50
* PA/Mic: $100

Time:

* Building: $50/Hour
* Security/Staff: $20/Hour:
* Photo Session: $100
* Over 200 Attendees: $2/Person:

**Deposits:**

Damage/Cleaning:

* Alcohol: $100
* Audio: $50
* Cleaning/Building: $200
* Confirmation: $500
* Dance Floor: $75
* Catering/Kitchen: $150
* Outdoor: $200
* Canopy: $50

**Event Space Rental Agreement Continued:**

# **Confirmation Deposit: $500.00 Initial/Date:** *This deposit reserves the building.* ***THIS DEPOSIT IS NON-REFUNDABLE.***

# **Building Damage/Cleaning Deposit: $200.00 Initial/Date:** *This deposit serves to cover any damage or cleaning above and beyond what is considered basic cleaning and is refundable at the discretion of the Depot staff within 30 days after your event. All decorations must be approved by Depot staff. Deposit must be paid at signing of contract.*

#### **Outdoor Damage/Cleaning Deposit: $200.00 Initial/Date:** *This deposit is required for use of the park to cover any damage to the sprinkler system or turf areas. Vendors, cars, or motorcycles are not allowed to drive or park in the turf areas. This deposit is refundable at the discretion of the Depot staff within 30 days after the event. Deposit must be paid at signing of contract.*

**Catering/Kitchen Damage/Cleaning Deposit: $150.00 Initial/Date:**  *This deposit is to cover any damage or cleaning above and beyond what is considered basic cleaning and is refundable at the discretion of Depot staff within 30 days after your event. All dishes must be cleaned and counted, and all kitchen appliances must be cleaned. All garbage must be removed from the premises or disposed of in the provided outdoor blue trash bins. ANY USE BY YOUR CATERER, even “only” washing, ovens, etc., requires this. Deposit must be paid at signing of contract.*

**Alcohol on Premise Deposit: $100.00 Initial/Date:**

**Canopy Damage/Cleaning Deposit: $50.00 Initial/Date:**

**Dance Floor Damage/Cleaning Deposit: $75.00**   **Initial/Date:**

**Audio System Damage/Cleaning Deposit: $50.00 Initial/Date:**

**Event Space Rental Agreement Continued:**

**General Liability: Initial/Date:** You will indemnify and hold harmless the Depot Center for any and all loss and/or damage to the building, grounds and equipment which is the subject of this facility use agreement. You also agree that you will indemnify and hold harmless the Depot Center for personal injury or property damage sustained by your guests or invitees while on or otherwise utilizing Depot Center property, including grounds, furnishings and equipment.

Lessee agrees to procure and maintain at its own expense and for the entire lease period, a policy of general liability insurance, against claims for bodily injury, death, and property damage in conjunction with Lessee's use of the Depot Center. General liability shall be at least $1,000,000/occurrence liability limit and proof of liability insurance, and have the Livingston Depot Foundation added as an additional named insured, and provide a copy to the Depot Center **no later than seven days prior to the event.**

**Liquor Liability:**  **Initial/Date:**  
If alcohol is sold, state law requires it be managed by a licensed entity, but in any case, you, the event sponsor, must strictly enforce drinking ages. All alcohol served outside must be by a bar service. You agree you will indemnify and hold harmless the Depot Center for any claims brought by any party against the Depot Center related to the consumption or provision of any and all alcoholic beverages brought onto Depot Center premises during your event, whether brought by you, your invitees, or any third party. You shall, in this regard, comply with all laws and regulations pertaining to the serving of alcohol and shall indemnify and hold harmless the Depot Center for injuries or other losses sustained by any third party related to the serving of alcohol on Depot Center premises.

**Cleaning:**  **Initial/Date:** Event space rental includes basic cleanup after the event. All gifts/donations, food, and beverage must be removed from the premises at the conclusion of the event and all events must conclude by Midnight. All attached decorations must be approved by Depot staff before the event and removed within the time agreed on, no glitter, glitter balloons, confetti, rice or red punch is allowed. Excessive damage to the building interior (including staining of carpet), exterior, or furnishings repairs will be assessed a charge.

**Time: Initial/Date:** Normal business hours are Monday through Friday, 10 a.m. until 4 p.m. All decorating and event preparation should be done during normal business hours. If the building is open at any other time (including the event) a $20 per hour security/staff fee will be charged for all time outside of normal business hours. The Depot staff work for the Depot Center and cannot serve as bartenders, runners, or catering help. Final invoice will reflect accumulated time.

**Parking:**  **Initial/Date:** Please honor the parking spaces reserved for the Gourmet Cellar, Gourmet Cellar Uncorked, and Museum Director. Once loading is done, vehicles must be moved from all loading areas before any event. Outside of brief loading, the fire lane and handicapped parking areas are subject to enforcement by the City of Livingston. Summer event vehicles must also be removed from any courtyard areas after loading; they can not be left there during events (fire lane regs).

**Event Space Rental Agreement Continued:**

**Food & Beverage: Initial/Date:** Food may be staged in the west end room, alcohol in the east end room or main floor, with protective floor mats in place under each table, ***ice MUST be on a mat***. Protective floor mats must be used at tables where food or drinks are served in the main room as well. These areas must be kept clean and orderly, access to the men’s and women’s restrooms and all emergency exits must be kept clear. All food/alcohol garbage must be removed to the designated bins. Please do not drag garbage bags across carpets—you will be charged for extra costs to clean-up spots or stains. ***A brand new trash can is required for kegs as well as a vinyl cover for the baggage cart (back bar).*** All tables, cupboards, walls and surfaces with spills must be cleaned or you will be assessed an extra cleaning fee.

**Kitchen: Initial/Date:** Any use made of the kitchen by you ***or your caterer*** will infer a $200 use fee. Caterers may tell you that they won’t need this – and then try to “just” use the sinks, pitchers, the ovens for warming, -- even being unsanitary or using bathrooms to get around this. This is neither fair to us nor safe, and they can be cited. If they try to wriggle around this, you *will* be charged. Please make sure they have these rules and understand this clearly. The dishware is a plain style and will serve up to 200 people. It is included in your kitchen rental, but it will need to be washed, sterilized, dried, and put away in counted batches after the event. Set up a bleach dip tub after washing or use the dishwasher, but be mindful it is fairly slow. Cooking utensils and ware are not provided. Please also take care not to accidentally take any items. There is no ice machine, so you would need to provide your own ice if you need that.

Champagne and wine glasses can be rented for the event; see the separate fee list, but they are 50¢ per champagne glass and 45¢ for wine glasses; see posted list for other kitchenware replacement costs. Glassware must be *towel*-dried without hand contact to prevent ***any fingerprints at all***, smears, or spots. Examine them before putting them away – if we have to redo them, you will be charged.

1. Kitchen staff need to wash hands in compliance with all regulations and use proper food handling procedures.

2. You need to supply your own dish soap, bleach, drying towels and **consumables** (coffee, creamer, salt, pepper, sugar, dish soap, towels, etc.).

3. All dishes must be **washed** (in a bleach dip and rinse) and air-dried or you may use the dishwasher (slow).

4. Drinking glasses **must be towel-dried** to prevent smears, haze, or spots. We are fanatical about this. Champagne or **wine glasses** must be hand-washed, dipped in bleach water, wiped for spots with a clean towel, *inspected against the light for any waxy haze or fingerprints* (don’t re-handle with hands), and reboxed, bowl-up. **Any rewashing** we have to do will be assessed at $15/hour. If you have any questions, please just ask.

5. **Dry** allsilverware before replacing it in trays. **Count it** into batches of exactly 50 pieces per slot as marked.

6. All dishes must be **put back** in the designated cabinets. There are labels indicating what goes where.

7. All **coffee pots** must be cleaned and reassembled after any use.

8. All **bussing tubs** must be cleaned after use.

9. Clean & disinfect all **carts, hot boxes, countertops, walls or refrigerator surfaces** that have been used.

10. Take down all **trash** to the blue Depot trash bins inside the brick enclosure by The Northern Pacific Beanery.

11. Sweep and mop the **floor**.

12. We take **inventory** after each event. If anything is missing, you will be responsible for it and **charged** for its replacement – please see the posted list for item costs.

13. Underage consumption of **alcohol** is strictly prohibited.

14. Please use courtesy and **common sense.**

**Event Space Rental Agreement Continued:**

The facility use rules and payment schedule attached are part of this contract and incorporated by reference. Please note, there is an additional 5% processing fee for each credit/debit card payment.

**Lessee Printed Name:**

**Lessee Signature:**

**Venue Contact Printed Name:**

**Venue Contact Signature:**

**Payment Schedule:**

| **Payment** | **Amount** | **Due Date** | **Date Received** |
| --- | --- | --- | --- |
| Confirmation Deposit | $500 | Due Upon Booking |  |
| Deposit Payment | $ | Due 60 Days Before |  |
| Final Payment | $ | Due 30 Days Before |  |
| Outstanding Payment | TBD | Upon Receipt |  |
| Deposit(s) Refund | TBD | 30 Days After |  |