



The Trolley Barn
 963 Edgewood Ave NE
 Atlanta, Georgia 30307
 404-521-2308
 www.thetrolleybarn.com

THE TROLLEY BARN 2014 FEE SCHEDULE				
DAY	RENTAL FEE: DEPOSIT OF 50% IS REQUIRED TO RESERVE DATE	MINIMUM TIME BLOCK	ADDITIONAL COST PER HOUR FOR EXTRA HOURS	REFUNDABLE SECURITY DEPOSIT
MONDAY thru THURSDAY (9:00 a.m. to 3:00 p.m.)	\$1,300	4 hours	\$300	\$1,000
MONDAY thru THURSDAY (After 3:00 p.m.)	\$2,200	6 hours	\$300	\$1,000
FRIDAY and SUNDAY	\$3,200	7 hours	\$300	\$1,000
SATURDAY (January thru March)	\$3,500	8 hours	\$300	\$1,000
SATURDAY (April thru December)	\$3,900	8 hours	\$300	\$1,000
WHEN THE MAIN HALL IS RENTED, USE OF THE BASEMENT HALL IS AVAILABLE FOR AN ADDITIONAL \$250				
SET UP AND BREAKDOWN TIME IS INCLUDED IN EACH 4, 6, or 8 HOUR BLOCK OF TIME. SET UP AND BREAKDOWN MUST BE MANAGED OR PERFORMED BY A PROFESSIONAL EVENT PLANNER, EVENT DECORATING SERVICE, OR CATERER. WHEN AN EVENT REQUIRES HOURS BEYOND THE TIME BLOCK, A FEE WILL BE CHARGED BASED ON THE "ADDITIONAL HOUR" RATE FOR THAT TIME SLOT. **ADDITIONAL CHARGES ARE INCLUDED FOR RENTING ON A HOLIDAY**				
SECURITY OFFICER: THE PRESENCE OF A UNIFORMED OFFICER DURING EVENT HOURS THROUGH THE END OF THE EVENT IS REQUIRED. THE FEE IS \$40 PER HOUR WITH A MINIMUM REQUIREMENT OF 4 HOURS.				

INCLUDED: Included in the main hall rental is use of: the kitchen, patio, and mezzanine areas, and 10 rectangular tables (6'L x 30" W). Additional furnishings are available for a rental fee as listed on the reverse side.

FOOD SERVICE: Food service must be provided by a licensed/insured (minimum aggregate liability of \$1,000,000) caterer. Catering is open to any food service organization meeting this requirement.

REFUND POLICY: Your rental deposit is non-refundable. However, if your event is cancelled and the date is re-booked, your deposit will then be refunded less a \$75 service charge.

TO RESERVE: A deposit of one half of the base rental fee is required with a signed Rental and Deposit Agreement. The final contract will be sent out 2 months prior to the event. Full payment plus the refundable security deposit must be submitted with the final contract to The Barn **3 weeks** prior to the event.

ADDITIONAL INFORMATION: Director: Linda Dunham - 404-521-2308

The Trolley Barn is owned by the City of Atlanta and is operated by the Atlanta and Edgewood Street Railway Company - a non-profit organization. Your payments for rental of The Barn are applied 100% to maintenance and enhancement of The Barn as an amenity for the citizens of Atlanta.



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FURNISHINGS FOR EVENTS

The Trolley Barn offers a limited number of furnishings as part of its basic rental. The following furnishings are available as needed at **no charge**:

10 6-foot Long rectangular Tables (30" wide)

Additional furnishings maybe rented from The Trolley Barn at the **following additional charges**:

20	60" Round Tables (seats 8 comfortably)	\$6.00 each
6	48" Round Tables (seats 6 comfortably)	\$5.00 each
6	36" Round Tables (seats 4 comfortably)	\$4.00 each
250	Wood Folding Chairs	\$2.00 each

STIPULATIONS:

1. Any furnishings you plan to use must be rented from The Trolley Barn
2. Any furnishings not offered by The Trolley Barn (other size or style tables or chairs) may be brought in through outside rentals. Such outside furnishings may be brought in immediately prior to your event and must be removed immediately following your event. We will not store furnishings overnight except by special agreement.
3. Rental charges for furnishings will be applied to the contract and payment in full will be required with the final payment of the Barn rental.
4. A last minute need for increased quantities of The Trolley Barn's rental furnishings (at event time) must be paid for in cash.

WEDDING REHEARSALS:

1. A one hour wedding rehearsal is included without additional charge
2. Wedding rehearsals that extend beyond one hour will incur additional rental charges according to the fee schedule.
3. **Clients must be flexible, including last minute changes**, regarding times for the rehearsal if The Barn has been rented for an event on the same day as the rehearsal.

PLEASE NOTE:

Office hours at The Trolley Barn are Monday through Saturday, 10:00 am too 1:00 pm. The Trolley Barn will not open before 11:00 am on Sundays.

If your set-up is scheduled during our office hours, expect visitors to be at the facility. No adjustments in rental rates will be made.

Rev. 10/26/11