

Physical Address:
 El Dorado Train Depot
 430 N. Main
 El Dorado, KS 67042

Business Address:
 City of El Dorado
 220 E. 1st Ave
 El Dorado, KS 67042

Office use only: <input type="checkbox"/> Paid R# _____ <input type="checkbox"/> Reservation on Spreadsheet

Train Depot Rental Agreement Form

Lessee Information

Event Date(s):	Start Time (includes set-up):
	Close Time (includes clean-up):
Responsible Party:	
Organization (if applicable):	Address:
Contact Phone:	Email:

Event Information

Room Requested (West or East):
Event Description:

Is this a public event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Will you need WIFI?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(WIFI available by request at the time of your reservation)

Rental Policies and Procedures

Reservation and Payment:

- Reservations will be made on a first come first serve basis. Reservations will only be confirmed when the written application and rental fee have been returned.
- The facility will be available for use from 7:00 a.m. to 11:00 p.m. on the day of the reservation. Early entry is strictly prohibited without prior approval, as staff may be working between reservations. If additional time is needed for setup, the additional day must be reserved.**
- Payments can be made using cash, credit or check. Checks must be written to the City of El Dorado.
- Cancellations must be given 2 weeks from scheduled event for a full refund. Cancellations given 1 week from scheduled event will receive a refund in half of the amount paid. NO refunds will be submitted if the cancellation is less than six days regardless of amount paid. If the cancellation is due to a medical emergency or death, written notice is required and will be at management discretion.
- The KEY must be picked up by 5:00 p.m. on the day of your reservation Mon-Thurs or by noon on Friday. Weekend reservations must pick up the key by noon the Friday before. Key is due back to our office the following business day.**
- Rental fees will be assessed based on the following:

Area of Rental	Capacity (approx.)	Rental Fee (per day)
East Side	15-25	\$60
West Side	60-75	\$80
Both Sides		\$115

The rental of the El Dorado Train Depot Facility is subject to the following provisions:

- The use of the facility must be confined to that stated in the event description above.
- The Lessee signing the agreement for the use of the facility will be responsible for all persons entering the facility which they are using regardless of whether or not all those entering are members of the group which has been permitted to use the facility. Only the specific section of the facility mentioned in the agreement is to be used by the group. This includes the community room, kitchen, restrooms, and lawn area.

3. Use of tobacco, illegal drugs or disorderly conduct is prohibited.
4. All groups must observe all post regulations in the rental facility.
5. The rental fee must be paid in advance of facility use to the City of El Dorado. Failure to pay the rental fee will be reason enough to deny the use of the facility by the group or organization.
6. Any and all events with minors in attendance must provide adequate supervision for all underage attendees. The City reserves the right to refuse use of the facility by any groups not in compliance with this regulation if they feel it is in the City's best interest to do so.
7. The lessee is responsible for leaving the facility in the same condition it was found. This includes removal of all trash to outside dumpster, wiping down tables and chairs, returning tables and chairs to the storage area, and sweeping the floors.
8. Renter is responsible for cleanup of excessive spills or accidents.
9. The City will inspect the premises to its satisfaction following the lessee's use. Any damage or excessive cleanup needs noted by the inspector to the Depot building and/or grounds **will result in an additional fee billed to the renter.** The lessee will be notified of any such charges. It is the responsibility of the lessee to ensure that the caterer provides proper cleanup. If no damage or excessive cleanup is identified, no additional fees will be assessed.
10. An entrance key is available for Depot renters. When the event is over, clean-up has taken place, lights are off and all doors are securely locked, return the key to the drop box on the east side of the City Hall building. Failure to return the facility key will result in a \$500 replacement fee billed to the lessee.
11. The following policies apply to all decorations:
 - a. **NO** nails, tape, tacks or staples are allowed on the Depot walls. Blue painters tape is an acceptable adherent.
 - b. **NO** glitter, confetti, hay or straw are allowed to be used for decorating within the facility. Candles are also prohibited unless granted a permit by the El Dorado Fire Department.
 - c. **NO** items which may cause damage to the facility floor or grass are permitted. Porta-potties are allowed but must remain on the paved parking lot surface.
 - d. Bouncy Houses are strictly prohibited unless special permission is requested and granted by the City.
 - e. **Failure to comply with any of the decoration rules may result in a loss of all facility usage privileges. In addition, use of glitter or confetti may result in a \$50 cleaning fee billed to the renter.**
12. The City of El Dorado cannot be responsible for accident, injury or loss/damage of personal property.
13. Rules and regulations are subject to change at the City's discretion.
14. The Fire Department has the right to walk-through the building at any point during the event to check the occupancy and ensure compliance with the fire code.
15. The lessee signing this agreement agrees to be the responsible party.

Hold Harmless Agreement

- The lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of El Dorado, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Depot space except to the extent any such claims may arise from any act or omission of the City of El Dorado.

I have read the procedures for use of the El Dorado Train Depot and agree to abide by the regulations set forth by the City of El Dorado. I assume responsibility for any damages that might occur during my use of the facility.

Signature of Responsible Party

Date

Name of Responsible Party

Lessee Reminders

General Policies

- No Parking in Fire Lanes.
- Use of illegal drugs, smoking, and/or gambling is not permitted at The Depot.
- Only those rooms specified on the agreement will be available for use.
- All minors on the premises must have adequate adult supervision.

Decorations

- **NO** nails, tape, tacks or staples are allowed on the Depot walls. Blue painters tape is an acceptable adherent.
- **NO** glitter, confetti, hay and straw are allowed to be used for decorating within the facility. Candles are also prohibited unless granted a permit by the El Dorado Fire Department.
- **NO** items which may cause damage to the facility floor or grass are permitted. Porta-potties are allowed but must remain on the paved parking lot surface.
- Bouncy Houses are strictly prohibited unless special permission is requested and granted by the City.
- **Failure to comply with any of the aforementioned decoration rules will result in a loss of all facility usage privileges. In addition, use of glitter or confetti may result in a \$50 cleaning fee billed to the renter.**

Post Event Checklist

- All trash has been removed to the outside dumpster
- Ensure all floors, tables and chairs areas are clean and returned to the storage area including sweeping, disposing of all trash, and wiping down surfaces
- Excessive spills and accidents have been cleaned
- All lights are turned off
- All doors are locked
- Keys are returned to City Hall or deposited in the drop box at City Hall.

For non-emergency issues contact:

316-321-9100 (during regular business hours-Mon-Thurs 7:30am-5:00pm; Fri 7:30am-12:00pm)
316-377-3501- Jason (after hours)