



Friends of the Caldwell Depot

City of Caldwell
Train Depot/Plaza Event Center
701 Main Street - Caldwell
Reservation Form

Website: <http://city.cityofcaldwell.com/CaldwellTrainDepot/>

Activity Date: _____ Type of Activity: _____

Time that set-up begins: _____ Time of event: _____ to _____

Anticipated number of persons in the building (capacity 115): _____

Group Name: _____

Point of Contact: _____

Address: _____

E-Mail Address: _____

Phone: (days) _____ (evening) _____

I understand by renting the Caldwell Train Depot facility, I agree to the following conditions:
(Please initial)

_____ I understand that the **refundable deposit** in the amount of **\$200** must be **submitted with the application**. Refund ed upon key return and inspection of the building for non-compliance with the conditions of the agreement and/or damages.

_____ I agree to pay the full amount of the **rental fee** within two weeks of the event. Please check the appropriate boxes below.

- REFUNDABLE Key & Cleaning Deposit \$200
- Depot only (includes only the use of the interior of the Depot) \$300
- Plaza only (includes use of plaza area in – no restroom usage) \$100
- Depot Building & Plaza \$400
- Tables Rental Qty. _____ @ \$7 each = \$ _____
- Chair Rental Qty. _____ @ \$1each = \$ _____

TOTAL _____

I understand that by acknowledging the following items that I will be accepting responsibility for the Caldwell Train Depot facility and its contents as addressed with this rental agreement:

_____ I agree that the key will be returned to City Hall on the next working day **before 10:00 a.m.** following the event or a **\$25 late fee** will be assessed.

_____ I agree to hold the Friends of the Depot and the City of Caldwell harmless from loss, damage, or liability caused by the tenant or the tenant's agents, employees, or invitees.

_____ I agree that there will be **no alcoholic beverages served or consumed** on the premises (including the Depot Plaza) unless a permit is obtained through the City Clerk's Office (Section 08-07-05, 08-07-07). I further understand that any violation to this standard will result in the forego of future use of the building by the applicant and a forfeit of the deposit + potential expenses associated with any damages to the building.

_____ I agree that there will be no smoking within the depot facility.

_____ I agree that there will be no adherence of any objects to the walls, ceilings, window frames or windows.

_____ I agree that I am responsible for the action of my guests and, therefore, am liable for any damages done to the facility. I agree to repair or replace any property which is damaged during the period of this rental agreement.

_____ I agree that the premises must be vacated no later than 11:00 p.m.

_____ I agree that the building will be returned in a **clean and orderly condition** including all garage removed from the building and placed in the large gray trash receptacle on the west side of the building, trash can liners replaced in the interior receptacles, litter removed from the floors, no personal items left in the building or plaza area, and all lights are turned off. I understand that if these conditions are not met, an additional cleaning charge will be assessed.

_____ I agree that the oak bench located in the west side waiting area WILL NOT be moved from its present location without written permission from the appropriate city staff.

_____ I understand that if the floor or walls are scratched or marred, I will be responsible for damages and understand that additional charges for repairs could be assessed.

_____ I agree that the rental agreement will not be assigned to any other party.

The rental agreement must be signed by the responsible party who will be present during the function.

Signature: _____ Date: _____

Application and Deposit Submittal Information

**City of Caldwell
 ATTENTION: City Clerk
 411 Blaine Street
 PO Box 1179
 Caldwell, ID 83606**

**Phone: (208) 455-4656
 Fax: (208) 455-3003**

NOTE: A refund of the RENTAL FEE (minus a \$15 processing fee) will be issued if the event is cancelled prior to seven (7) days of the event.

NOTE: A refund of the deposit will not be made until the key has been returned prior to 10:00 a.m. the next working day following the event and the building has been inspected for any violation to the rental agreement.

City Staff Only

Date received		Alcohol Catering Permit On file with City Clerk?	YES	NO
\$200 Deposit Paid (Date & Amount)		Rental Amount Paid (Date & Amount)		
Table Rental and Chair Rental	Tables	Chairs		
Signature of City of Caldwell staff member receiving application & rental fees.				

