



THE TROLLEY BARN

2018 FEE SCHEDULE FOR NON-PROFIT ORGANIZATIONS

DAY	RENTAL FEE: DEPOSIT OF 50% IS REQUIRED TO RESERVE DATE	MINIMUM TIME BLOCK	ADDITIONAL COST PER HOUR FOR EXTRA HOURS	REFUNDABLE SECURITY DEPOSIT
SUNDAY	\$2,300	6 hours	\$200	\$750
MONDAY thru THURSDAY (9:00 a.m. to 3:00 p.m.)	\$1,300	4 hours	\$200	\$750
MONDAY thru THURSDAY (After 3:00 p.m.)	\$2,000	6 hours	\$200	\$750
FRIDAY	\$3,000	7 hours	\$200	\$750

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 or 6 HOUR BLOCK OF TIME. WHEN AN EVENT REQUIRES HOURS BEYOND THE TIME BLOCK, A FEE WILL BE CHARGED BASED ON THE "ADDITIONAL HOUR" RATE FOR THAT TIME SLOT.

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 all tables and chairs (listed on reverse).
- FOOD SERVICE:** We have a list of Preferred Caterers for you to select from. You may choose off-list for a \$500 non-refundable fee. Food service must be provided by a licensed/insured (minimum aggregate liability of \$1,000,000) caterer. Alternatively, the non-profit organization may execute a Liability Release.
- 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: Executive Director: Lisa Milko 404-521-2308 atlbarn@bellsouth.net
www.thetrolleybarn.com

FURNISHINGS FOR EVENTS

The Trolley Barn offers the following furnishings, included with your rental:

10	6-foot Long rectangular tables (30" wide)
6	8-foot Long rectangular tables (30" wide)
20	60" Round Tables (seats 8 comfortably)
6	48" Round Tables (seats 6 comfortably)
6	36" Round Tables (seats 4 comfortably)
8	24" High-Top Tables
225	Natural Wood Folding Chairs

You may choose to rent furnishings other vendors. Such outside furnishings may be brought in prior to your event and must be removed immediately following your event. We will not store furnishings overnight except by special agreement.

WEDDING REHEARSALS:

1. If the wedding ceremony is here, 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 to 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.