

THE TROLLEY BARN

963 Edgewood Avenue, N.E. • Atlanta, Georgia 30307 • (404) 521-2308

RENTAL REGULATIONS

House Rules

1. All publicity concerning The Trolley Barn, other than incidental directions for an event must be cleared through and approved by the Director of The Trolley Barn.
2. No debris may be thrown inside or outside the building, the patio, lawn, or garden areas.
3. All functions and clean-up are to end at the contracted time. On week nights the building must be cleaned and closed by 12 midnight. On Fridays and Saturdays the building must be cleaned and closed by 1:00 a.m.
4. Excessively loud sound (music and/or speech) is not permitted at The Trolley Barn due to our proximity to local residents. Amplified sound must be kept at or below 90 decibels. **Infraction of this rule may result in full retention of the security deposit.** Please discuss the rules listed on the last page of these regulations with your music vendor.
5. Alcohol Policy:
 - a. Lessee assumes any and all responsibility and liability for full compliance with all federal, state and/or local laws, ordinances and regulations pertaining to serving and consuming alcohol dispensed and/or consumed during an event held on the premises of The Trolley Barn.
 - b. Lessee shall be responsible for obtaining any and all required licenses, permits, and insurance which authorize Lessee to legally serve alcohol on the premises and insurance adequate to protect and indemnify the Lessor under the terms of this Policy.
 - c. Lessee agrees to indemnify and hold Lessor, any and all of Lessor's employees, workers and Board of Directors harmless from and defend them against any and all liability and/or responsibility related to alcohol being or having been served or consumed on the premises, whether for events occurring on the immediate premises or elsewhere during an event.
 - d. NOTE: Alcoholic beverages dispensed at no charge to event guests do not require licensing.
6. Lessee is responsible for all actions of his or her caterer. Lessee will inform caterer of The Trolley Barn's rules and regulations for caterers as set forth on the attached Catering Sheet.
7. Absolutely nothing is to be nailed, stapled, taped, glued or otherwise affixed to the walls, doors, floors or rafters in any area of The Trolley Barn. Hooks for hanging objects can be found above all the windows. **NO** string lights may be added to what is already in place. **Nothing** may be tied, attached to or interfere with the light fixtures and sprinkler system.
8. Unless granted advance permission in writing from The Trolley Barn, no pets or live animals are permitted on the property, except guide dogs or other service animals.
9. Smokers must smoke outdoors and use the urns located on the patio for their ashes and cigarette butts, not the floor, patio or grounds. An extra cleaning charge will be imposed if cigarette butts are found on the patio or on the grounds.
10. Rice, confetti and artificial flower petals may not be thrown in or around the building or grounds. Birdseed may be thrown outside the building only. Confetti, straw and glitter are not allowed in or around The Barn. Sparklers **ARE PROHIBITED** in or around The Trolley Barn as they are a fire/injury hazard.
11. All candles must be table top and have protective covers. No candles may be set on any other surface inside or outside The Trolley Barn.
12. Windows and doors of The Trolley Barn must remain closed if the HVAC system is in use and/or if amplified music is being played.
13. Children **MUST BE** under supervision of adults at all times and may not play on the lawn or in the garden area.
14. Food and drink on the mezzanine may be consumed only from tables. "Picnicking" on the carpet is **not** permitted.
15. The Trolley Barn is not responsible for any items left by the caterer, rental companies, guests of the Lessee or the Lessee. Items left behind are generally held for two (2) weeks before being permanently disposed.
16. Event set-up and break-down is the responsibility of the Lessee's professional service (for example: an event planner, event decorating service or caterer). The building and grounds must be left clean. Trolley Barn personnel are not responsible for set up or break down.
17. All used floor space must be swept reasonably clean. All cleaning and removal of rented equipment must be within the scheduled time of usage unless special arrangements have been agreed to by the Director of The Trolley Barn. A charge of no less than \$100 will be deducted from the security deposit if it is necessary for The Barn personnel to remove set-ups or do additional clean-up.
18. Lessee is responsible for delivery and pick up of rental furnishings or equipment not rented from The Trolley Barn. All rental equipment must be stacked neatly off the main hall floor for pick-up by the rental company the same day, or as arranged for on the following workday.

19. Formal aspects of programs outside, such as weddings, are restricted to the patio area. No furnishings may be placed on the lawn and no games may be played on the lawn. Informal activities such as photography, etc., are allowed on the lawn. Patio furnishing (benches, cigarette urns, signs, potted plants, etc.) **MAY NOT** be moved from their locations for any reason.
20. Nothing may be hung and/or affixed to the trees around The Trolley Barn.
21. Interior Trolley Barn furnishings (benches, plants, pictures, etc.) **MAY NOT** be removed from their locations for any reason.
22. Any permanent disfigurement of the patio, bricks or stairs and/or the main or basement hall floors through spillage; marking left by candle wax spills, crayons, paint, hot food items, etc.; and/or gouging will result in charges to the Lessee for repairs. This does not include normal food and beverage spillages and furniture wear. Extensive stains on the mezzanine carpet will bring added charges.
23. Tent set-ups are restricted to the brick patio area and must be at the minimum ten (10) feet from the building. The maximum allowable tent size is 30' x 50'. The City requires permitting of tents larger than 10' x 10'. Tents must be weighted down. NO stakes are allowed.
24. Spontaneous parties after the close of an event are not allowed on The Trolley Barn grounds or in the street. Lessee or a designated person must remain on site until all guests have departed the premises. Event "parties" whether during or after the event that are disruptive to the neighborhood may result in forfeiture of Lessee's security deposit.
25. We charge \$25 for **each** piece of gum we must remove from The Trolley Barn, patio or grounds.

Parking

- Parking is available on both sides of Edgewood Avenue. **DO NOT** block driveways.
- There are fifteen (15) on-site parking spaces in The Trolley Barn parking lot plus two (2) handicap spaces at the main entrance. **NO** other vehicles are allowed to park at the main entrance.
- For evening and weekend events, fifteen (15) spaces are generally available at the Justice Center across the street from The Trolley Barn.
- Approximately thirty-seven (37) spaces are available in the parking lot of the Inman Park United Methodist Church.
- The Trolley Barn is not responsible for any damages to parked vehicles. The security officer employed for the event will patrol street parking during the event.
- Buses hired to transport guests to and from The Trolley Barn are not allowed to leave motors running while parked anywhere in view of The Trolley Barn.
- Active catering vehicles such as refrigeration trucks must be parked in The Trolley Barn's parking lot on the west side of the building.

Security

A security officer is required for all events. An officer will be secured by The Trolley Barn and the cost will be billed to the Lessee prior to the event. We will be happy to schedule more than one security officer if requested to do so.

Catering

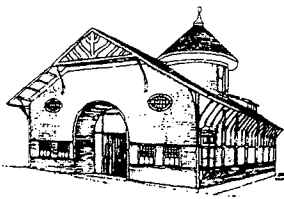
The Catering Sheet is attached hereto and made a part of these Regulations. Failure to use a licensed and insured caterer with a minimum of \$1,000,000 aggregate liability coverage and/or to provide proof of such insurance to The Trolley Barn will result in forfeiture of the security deposit. Such proof must be on file with The Trolley Barn at least 48 hours prior to the date of the event.

Amplified Sound

The Rules on Amplified Sound are attached hereto and made a part of these Regulations.

Reminders

- Any failure to adhere to these Regulations or any activity which results in damage beyond normal wear and tear, added labor costs to The Trolley Barn staff, maintenance or cleaning personnel or that adversely affects The Trolley Barn operation, may result in a penalty charge against the security deposit.
- The signed lease agreement and completed payment, including rental furnishings, must be received by The Trolley Barn three (3) weeks prior to an event. After that time, only a certified bank check drawn on a local bank or cash will be accepted.



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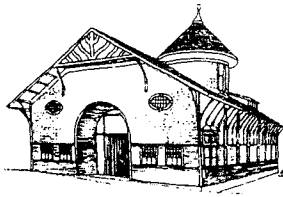
CATERING FOR TROLLEY BARN EVENTS

(It is the responsibility of the Lessee to provide a copy of this information to the caterer.)

The Trolley Barn has a warming kitchen only. Food service for events at The Trolley Barn is open to any **licensed and insured** caterer. Caterer must provide proof of licensing and insurance coverage, with a minimum of \$1,000,000 aggregate liability coverage, to operate at The Barn. This may be done via a copy of appropriate documents which The Trolley Barn will keep on file in its office. Spot/day coverage insurance is not acceptable.

1. All beverages, foods, equipment, etc., may be brought into the building at the event start time as stated in the lease agreement.
2. Caterers must provide their own manpower to unload, set-up, and remove their goods from the building.
3. Caterers must provide their own cleaning supplies, towels, **33-gallon trash bags**, and all other supplies necessary to perform their tasks. Use **NO** abrasive cleaners or harsh detergents that would damage stainless steel surfaces. Trash cans are provided by The Trolley Barn. Trash liners must always be used in the trash cans. Trash cans must be left in a clean state at the end of the Event.
4. All Trolley Barn tables must be covered with cloth, paper, plastic, etc., for food and/or drink service, food preparation or bussing.
5. Absolutely no slicing is permitted on any stainless steel surface or on counter tops.
6. Caterers are responsible for removal of all food-related items from The Trolley Barn after the Event. There is no garbage disposal. Caterers must not discard food or any solid items into drains. Caterers are responsible for bagging all trash and garbage and placing it in the dumpster at the rear of the parking lot. **No loose food scraps are to be placed in the dumpster; they must be bagged and tied.**
7. Grease stains on any surface inside or outside The Barn will incur an added cleaning charge to the client.
8. Do not set hot lids from containers on the main hall floor as they mar the wood floor.
9. Loose bottles, cans, etc., may be placed in the dumpster. Boxes must be flattened to maximize space.
10. Leftover ice may be dumped in the sinks or on wood chips behind the outdoor bar only, **NOT** on lawn or gardens.
11. Ice sculptures must have adequate drain pans. These are not available from The Trolley Barn.
12. Bars are restricted to brick areas inside and outside The Barn. Bar set-ups on the main hall floor are **NOT** allowed.
13. No cooking or grilling is allowed on the patio, lawn or garden areas. There is a designated grilling/cooking area near the kitchen.
14. The Trolley Barn provides brooms, dust pan, mop and pail for kitchen floor clean-up.
15. Refrigeration trucks must be parked in The Trolley Barn's parking lot on the west side of the building.
16. Failure to adhere to these regulations may result in a penalty charge against the Lessee and/or proscription of the caterer from future event servicing at The Trolley Barn.

The Trolley Barn encourages a visit by the caterer to see the facility. This can be arranged by contacting The Trolley Barn office (404-521-2308) for an appointment.



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RULES ON AMPLIFIED SOUND

It is the responsibility of the Lessee to provide a copy of this information to their speakers, musical entertainer, deejay, and/or band director. It is also the responsibility of the Lessee to see that these rules are adhered to before, during and after the Event. During the event, it is Lessee's responsibility to communicate with the Barn Attendant to ensure that amplified sound is no more than 90 decibels, the maximum sound level permitted at The Trolley Barn.

Amplified bass and M.C. announcements do not register on the decibel meters. If you are asked to lower the volume on speech or music bass, it is because these things are registering in neighboring residences. Excessive bass, sound levels exceeding 90 decibels and excessively loud announcements will draw charges against the client.

1. The Trolley Barn is located in a residential area and there are noise covenants set with the neighbors. Amplified music or speech must be kept at a reasonable sound level which can be contained inside The Trolley Barn. Maximum decibel allowance as measured by the Barn Attendant from the mezzanine is 90 decibels. Severe financial penalties adhere for exceeding this level. If you are asked by a Trolley Barn employee to lower the volume, please comply.
2. We highly recommend that our clients include, in your contract with your performer, a clause to require reimbursement from the performers in the event The Barn imposes a penalty against you for violation of these rules.
3. Musical entertainers, bands and deejay must set up on the west side of the main hall at The Barn.
4. Doors to the patio and front doors must remain closed when amplified music is being played inside The Barn.
5. No amplified sound may be extended to the patio, either remotely or by leaving the doors open.
6. Music of a modest sound level such as wedding tapes, strolling musicians, etc., is permitted on the patio. "Modest sound level" is within the discretion of the Barn Attendant.
7. The maximum available electrical access is: three (3) 20 amp circuits.
8. **DO NOT** use tape on the hardwood floor to hold cords in place or for any other reason. Damage to the hall floor from tape will result in charges against the client or vendor responsible.
9. "Smoke and/or fog machines" are not permitted inside or outside The Barn.
10. Bands must bring their own matting as needed and **MAY NOT** use The Barn's door mats.
11. Music must end no later than 12:00 midnight on Friday and Saturday and no later than 11:00 p.m. Sunday through Thursday.
12. Failure to adhere to these rules **WILL** result in a penalty charge against the Lessee and proscription of the musical entertainer, band and/or deejay from performing at future events at The Trolley Barn.