



THE TROLLEY BARN 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 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. 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.
9. 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.
10. All candles must be table top and have protective covers. No candles may be set on any other surface inside or outside The Barn.
11. 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.
12. Children **MUST BE** under supervision of adults at all times and may not play on the lawn or in the garden area.
13. Food and drink on the mezzanine may be consumed only from tables. "Picnicking" on the carpet is **not** permitted.

14. 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.
15. 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.
16. 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.
17. 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.
18. 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. Nothing may be hung and/or affixed to the trees around The Barn.
19. Interior Trolley Barn furnishings (benches, potted plants, pictures, etc.) **MAY NOT** be removed from their locations for any reason.
20. 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.
21. 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.
22. 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.
23. We charge \$25 for **each** piece of gum we must remove from the 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 part 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.