



THE TROLLEY BARN

2021 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 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, 16 rectangular tables (10= 6'L x 30" W; 6= 8'Lx 30"W). Additional furnishings are available for a rental fee as listed on the reverse side.

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 caterer. The insured caterer, or insured bartending service must possess an insurance policy including BOTH **Liquor Liability AND General Liability** with not less than \$1,000,000.00 occurrence limits and \$2,000,000.00 aggregate limits. It must also include the naming of "Trolley Barn" as additional insured. A copy of the insurance certificate must be submitted to the *Trolley Barn* at least 30 days prior to the event date. We may have this information on file currently, if you have selected one of our recommended vendors. Alternatively, the non-profit organization may execute a Liability Release.

REFUND POLICY: Your rental deposit is non-refundable. However, if you cancel your event and we are able to re-book the date, your deposit will then be refunded less a \$175 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 info@thetrolleybarn.com www.thetrolleybarn.com

FURNISHINGS FOR EVENTS

The Trolley Barn offers the following furnishings as needed:

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	Wood Folding Chairs

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

PLEASE NOTE:

Office hours at The Trolley Barn are Monday through Saturday, 10:00 am to 1:00 pm.
For Sunday events, we typically do not schedule events to start before 11:00am.

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.