2027 FEE SCHEDULE

DAY	RENTAL FEE: DEPOSIT OF 50% IS REQUIRED TO RESERVE DATE	MINIMUM TIME BLOCK	ADDITIONAL COST PER HOUR FOR EXTRA HOURS	REFUNDABLE SECURITY DEPOSIT
MONDAY thru THURSDAY Full day option	$4,000	12 hours	$400	$1,000
MONDAY thru THURSDAY Half day option	$2,800	6 hours	$400	$1,000
FRIDAY and SUNDAY	$5,500	9 hours	$400	$1,000
SATURDAY (January & July discount)	$5,500	9 hours	$400	$1,000
SATURDAY All other months	$6,500	9 hours	$400	$1,000

WHEN THE MAIN HALL IS RENTED, USE OF THE BASEMENT HALL IS AVAILABLE FOR AN ADDITIONAL $300

SET UP AND BREAKDOWN TIME IS INCLUDED IN EACH 6, 9 or 12 HOUR BLOCK OF TIME. SET UP AND BREAKDOWN MUST BE MANAGED OR PERFORMED BY A PROFESSIONAL EVENT PLANNER, EVENT DECORATING SERVICE, OR CATERER. 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 COMPLETION OF LOAD OUT IS REQUIRED. THE FEE IS $75 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 the second page.

CATERING: We have a list of Preferred Caterers for you to select from. You may choose off-list for a $1,200 non-refundable fee. 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 Preferred Caterers.

REFUND POLICY: Your rental deposit is non-refundable.

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 **4 weeks** prior to the event.

ADDITIONAL INFORMATION: **Executive Director: Julie Noble 404-521-2308** info@thetrolleybarn.com **www.thetrolleybarn.com**

FURNISHINGS

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

12	6-foot Long rectangular tables (30” wide)
5	8-foot Long rectangular tables (30” wide)
25	60” Round Tables (seats 8-10)
6	48” Round Tables (seats 6-8)
6	36” Round Tables (seats 4 comfortably)
8	24” High-Top Tables
225	Natural Wood Folding Chairs
1	Lucite/silver Podium
4	Cherry Wood Highchairs

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 in your rental.
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.

A typical evening event (9 hour time block) timeframe *may* look like this:

2pm load in begins
5pm ceremony
5:30-6:30 cocktail hour
6:30-10 dinner/dancing
10pm event end
10-11pm load out