



Railroad Depot Usage Policy

The Charlevoix Railroad Depot is on the National Register of Historic Places, and is a designated Charlevoix Historic District. It serves as a museum, with artifacts. As such, it is to be treated with care and protected. The Charlevoix Historical Society policy for its use is as follows:

- 1) The Depot and Heritage Garden shall be used primarily by the Society for meetings, exhibits and educational purposes for its members and guests.
- 2) The Depot and Heritage Garden may also be used by other non-profit organizations for meetings at the discretion of the Board of Directors. Requests shall be made through the Museum staff and approved by the Board. A fee of \$100.00 will be charged to cover expenses.
- 3) The Depot and Heritage Garden may also be used by Charlevoix Historical Society Annual Patron members as a benefit of their patronage, for private meetings and events for a specified fee, as outlined below and on the Event Request Form. Patron levels are: Bronze \$350-499, Silver \$500-999, Gold \$1,000-1999, Platinum \$2,000-2,999, Diamond \$3,000 or more.

The number of such events allowed each calendar year may be limited at the discretion of the Historical Society. *Events are to be concluded by 10:00 p.m.*

Fees:

Events may be booked in half-day blocks or a 24-hour block as follows:

8am - 3pm: \$300 | 3pm - 10pm: \$400 | 10am - 10am the next day: \$1,000

Security deposit due at time of signing contract: \$200.00 . The Historical Society will maintain a credit card on file in case of damages, additional cleanup or going over booked timeframe, of which Client will be advised.

Capacity: up to 75-80 people

Rules - The following applies to all events:

- **24-hour reservation:** Event to end by 10:00pm. Building must be vacated by 11:00pm. Client may return the next morning to finish clearing their items from the premises by 10:00 am.
- **Half-day a.m. reservation:** Building must be cleared and vacated by 3:00 pm.
- **Half-day p.m. reservation:** Building must be cleared and vacated by 10:00 pm.
- Alcoholic beverages may be consumed when the insurance and legal requirements are strictly followed. (See Event Contract for details)

- Nonprofit organization or business: needs a **certificate of liquor liability insurance** naming Charlevoix Historical Society Railroad Depot as an additional insured.
- Individual: needs a certificate of Homeowner's Insurance showing **host liquor liability coverage**.

The certificate must show limits of liability of at least \$1,000,000.00 and the event date.

- No loud music is allowed, respecting the residents in proximity of the depot.
- Fireworks and sky lanterns are prohibited to be used on the premises.
- NO SMOKING allowed in the depot or gardens.
- Smoke/fog machines are prohibited inside the depot.
- Keys will be provided for all-day events only. The security code is NOT to be given out. The building can be locked only with the security not enabled for the 24-hour period.
- The premises must be accepted as is. No changes or alteration will be made to the premises and it will be left in the same condition as found.
- The Ticket Master's Office is museum space and it not to be entered during an event.
- A representative of the Charlevoix Historical Society will be onsite during the event.

Responsibilities of the Client or non-profit:

- Clean-up of the Depot kitchen and refrigerator and Heritage Garden.
- Removal of garbage and trash.
- Provide all supplies and serving equipment. (Note: the Society folding tables and event chairs at the depot may be used.)
- Return the Depot to the condition in which it is was found. Once this is verified, the security deposit will be returned.
- The user is responsible for any damage or injury arising out of the event held on the premises, including any damage or injury caused by or to any guest(s) of the event.

Procedure for usage:

The Historical Society staff shall be contacted to obtain permission for use. A calendar of events shall be maintained by the staff. The **Depot Event Request Form** is to be completed when inquiry received, dates checked for availability and usage approved by president, if needed. Determine fees based on time blocks required and notify client of availability and cost. If not a patron, \$350 minimum patronage must be received prior to booking. Give client copy of contract with fees for review. To reserve the event date and time, the contract shall be signed by client and by designated staff or Historical Society president, and deposit collected. Provide signed copy to client and keep one in file. Complete checklist for event.