



Train Depot Event Contract

Charlevoix Historical Society
103 State Street / P.O. Box 525
Charlevoix, MI 49720

Ph: 231-547-0373 info@chxhistory.com

PLEASE PRINT:

Name(Host): _____

Address: _____

City and State: _____

Phone _____ e-mail: _____

Type of Event: Wedding _____ Rehearsal Dinner _____ Meeting _____

Other (describe) _____

Estimated No. of Guests: _____ Music*: Band _____ DJ _____

***Note: No amplified music outside. City noise restrictions apply.**

Area to be utilized: Depot building _____ Garden _____ Tent*: Y N

***Note: If in the parking lot, tent cannot be staked, but rather should be weighted down.**

Will alcohol be served? Yes _____ No _____ (If yes, please see requirements below)

Event planner: yes___ no___ If so, name _____

Event Date / Time: _____

Set-up date/time: _____ Take-down date/time: _____

Venue fee: \$ _____ Security Deposit: \$200.00 Total: \$ _____

Building Keys for multi-day events only: Yes _____ No _____ Please indicate the name of the person in charge of the building keys. If any keys are lost, you will be responsible for replacement cost for them.

Name (print): _____ Phone: _____

The Charlevoix Train Depot is on the National Register of Historic Places and is a designated Charlevoix Historic District. It serves as a museum and contains historic artifacts. As such, it is to be treated with care and protected. The Ticket Master's Office is museum space and is not to be entered by guests during an event.

NO SMOKING is allowed in the depot or gardens.

A representative of the Charlevoix Historical Society will be on duty at the beginning of the event and a half-hour prior to the scheduled end of the event.

Reservation & payment: The reservation of the event space and date will not be binding until the contract is signed by the Host and the authorized representative of the Charlevoix Historical Society (CHS) and a security deposit of \$200.00 has been received by the Charlevoix Historical Society.

The deposit will be refunded within 2 weeks of the event, provided the building and grounds are in the same condition as when taking possession, Host has cleared and vacated the property by the end of the reserved time block, and the key is returned (if applicable).

CHS will maintain a credit card on file in case of damages of which Host will be advised. The Host will authorize CHS to charge the credit card on file for such purposes. Credit card information is to be destroyed after deposit is refunded or additional amount has been charged.

Credit Card Information:

Circle: Visa / Mastercard

Name on card: _____

No. _____ Expiration Date: _____

3-digit #: _____ Zip code attached to card: _____

Event times:

- **Set-up for event:** The building is accessible at 8:00 am on the day of the event for the Host and vendors.
- **Events:** Events are to start no earlier than 9:00 am and will end no later than 10:00 pm, at which time guests must depart the premises.
- **Take down and cleanup:** The Host and vendors will have an additional hour from 10:00 pm – 11:00 pm to clean-up after the event. The group may return the next morning to continue cleaning and removing items from the premises from 8:00am – 10:00am if there is no event scheduled for that morning.
- **Tents:** Tents may be erected in the garden or parking lot, but they **cannot** be staked in the parking lot. Tents placed in the parking lot should be weighted down. Note that some tent companies do not deliver/setup tents on Saturdays and Sundays. Please

receive specific setup and take-down times from the tent provider and inform us as soon as possible to help coordinate.

Decorations: 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 is not to be entered during an event.

The Host is responsible for providing and setting up all desired decorations. Decoration arrangements need to be reviewed in advance with the Event Coordinator and are subject to CHS approval.

- Tape, nails, brads or staples cannot be used on the walls, ceilings, floors or furniture. Candles are permitted in glass containers only.
- Sky lanterns and fireworks are prohibited.
- Smoke/fog machines are prohibited inside the depot.
- *Prior approval is required for sparklers, glitter and confetti.*

Food and Beverage Service and Furniture: Host must provide linens, table settings, cookware, flatware and serving equipment.

The antique wood luggage cart can be used as a table to serve food and drinks, but it shall remain in place and not be moved within the building or outdoors. The luggage cart must be covered with a water-resistant cover or tablecloth.

There are twelve (12) rectangular folding tables that measure 2.5' x 6', four (4) hi-top tables and 60 white, padded folding event chairs available for Host's use, which are included in the fee.

- **Music and Audio:** No loud music is allowed, respecting the residents in proximity of the depot.

There will be no amplified music outside of the building or in the Heritage Garden.

Acoustic performers such as a guitarist, cellist, violinist, etc. are permitted.

Requirements for serving and consuming alcohol:

- Business or nonprofit organization: A **certificate of liquor liability insurance** naming Charlevoix Historical Society Railroad Depot as an additional insured is required. The certificate must show **limits of liability of at least \$1,000,000.00 and the date of the event.**
- Individuals: A certificate of Homeowner's Insurance showing **host liquor liability coverage is required.** The certificate must show **limits of liability of at least \$1,000,000.00 and the date of the event.**

The address of the event venue is: Charlevoix Historical Society Train Depot
305 Chicago Ave.
Charlevoix, MI 49720

Host further agrees that it will comply with all State and Local laws and ordinances, and further agrees to comply with all rules and regulations of the Michigan Liquor Control Commission.

Cleaning up after event: If using available tables and chairs, **clean**, fold and return to main room of the Depot. Clean kitchen and remove all food and beverages. **Bag all recyclables, garbage, and trash and remove from premises.** Turn off all lights. Depot and Heritage Garden to be left in same condition as found at the beginning of the event.

Photo Permission

The Charlevoix Historical Society (CHS) may wish to use professional photos of the bride and groom and/or overall event in marketing pieces.

The Host's initials on the following line give CHS permission to use photos of the event on future promotional materials. _____

In the case of weddings, The Bride's or Groom's initials on the following line give CHS permission to use photos of the bride and groom on future promotional materials.

Damage or injury

The Host is responsible for all the invited guests and any persons or entities engaged by the Host to assist with the event. This includes any personal injuries and any damages to property, including but not limited to the property, building, furnishings, and other personal property on the premises. Host agrees to indemnify and hold the Charlevoix Historical Society harmless in such regards.

CHS is not responsible for personal property owned by the Host or guests. CHS will not be held responsible for the effects of weather or other natural occurrences.

Full Agreement; Incorporation of Usage Policy

Host agrees that, during the time the Host utilizes the Charlevoix Historic Railroad Depot he or she will be responsible for using and maintaining the Depot in accordance with this contract and the Train Depot Usage Policy.

Host and CHS agree that this written agreement and the incorporated Usage Policy constitute the complete agreement of the parties with respect to the event which is the subject of the agreement. Any further changes will require written agreement of the parties, which may include an exchange of email or other digital media, provided there is acknowledgement from both parties as to the intention to amend this agreement.

A representative of the Charlevoix Historical Society will be onsite during the event.

Host Signature

Charlevoix Historical Society Representative

Date _____

Date _____