



Train Depot Usage Policy

The Charlevoix Train Depot is on the National Register of Historic Places, and is a designated Local Historic District. It serves as a museum, with artifacts. As such, it is to be treated with care and protected. The Deed Restrictions placed on the property by Robert Pew along with the agreement reached with him, and subsequent letter of agreement with the Hodgsons dated May 31, 2017, who purchased the property at 303 Chicago Avenue (attached) are to be respected and honored. The Charlevoix Historical Society policy for its use is, therefore, 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 be used by other non-profit organizations at the discretion of the Board of Directors. Requests shall be made through the Museum staff at least 60 days ahead of the event. There is a charge for such usage to cover the Society's expenses. The current fee structure is contained in a separate schedule. The fees are waived for events sponsored by the Charlevoix Area Garden Club.
- 3) The Society will consider partnering with non-profit organizations on events when the proposed use of the Depot promotes the mission of the Society and is within the capabilities of the Society and the organization promoting the event. Requests for such a joint program needs to be submitted at least 120 days before the proposed event.
- 4) The Depot and Heritage Garden may 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 outline in a separate schedule. Annual 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.

- 5) **Usage Fees:** Refer to the separate fee schedule.
- 6) **Security deposit:** A deposit is due at time of signing a usage contract. The Historical Society will maintain a credit card on file in case of damages, additional cleanup or going over booked timeframe, of which User will be advised.
- 7) **Capacity:** Approx. 80 people, or more if using the garden.
- 8) **Rules** - The following apply to all events:
 - **Set-up for event:** The building is accessible as of 8:00 am for client 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 client and vendors will have an additional hour from 10:00–11:00 pm to cleanup after the event. The group may return the next morning to continue cleaning and removing items from the premises from 8:00–10:00 am if there is no event scheduled for that morning.
- **Requirements for serving and consuming alcohol:** Alcoholic beverages may be consumed when the insurance and legal requirements are strictly followed. (See Event Contract for details)

Business or nonprofit organization: A **certificate of liquor liability insurance is required** naming Charlevoix Historical Society Train Depot as an additional insured. The certificate must show limits of liability of at least \$1,000,000.00 and the event date.

Individual: 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 event date.

- **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.

- **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.

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.

- **Tents** are permissible in the depot garden or parking lot. Tents **cannot** be staked in the parking lot. The company should use weights for tents placed in the parking lot.

9) **Additional Rules:**

- NO SMOKING allowed in the depot building, on the grounds or in the gardens.
- The Ticket Master's Office is museum space and is not to be entered by guests during an event.
- 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.

- Keys will be provided for multi-day events only at the discretion of the Society. 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.

10) Responsibilities of the User:

- Clean-up of the Depot kitchen and refrigerator and Heritage Garden.
- Bag garbage and trash and remove bags from premises, if possible.
- 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:

A Depot Event Request Form is to be completed and submitted to the Society staff at least 60 days in advance of the date being requested, which will be subject to review by the Society Board, or a committee of said board established for the purpose to insure that the proposed use is consistent with the mission and respect for the building and grounds referenced above.

A calendar of events shall be maintained by the staff. When a **Depot Event Request Form** is received, staff will check dates for availability and, if needed, pass the request including applicable costs, to the board or committee for approval. Staff will then inform the applicant of availability and cost for the event if it is approved. Should it be determined that the event does not meet the Society's criteria for usage, user will be notified promptly.

For private use by individuals, if not a patron member, \$350 minimum patronage must be received prior to booking an event. To reserve the event date and time, a contract shall be signed by applicant and by designated staff or Historical Society president, and deposit collected (by check or credit card). Staff shall provide a signed copy to applicant and keep one on file.

Staff shall also complete a checklist for the event.