



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 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 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.
- 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 must 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
- 8) **Rules** - The following applies to all events:
 - **24-hour reservation:** Event to end and guests depart by 10:00 pm. Building must be vacated by 11:00 pm. User 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 4:00 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 Train 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 24-hour or 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.
- 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 is not to be entered by guests during an event.
- A representative of the Charlevoix Historical Society will be on duty during the event.

9) **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.

10) **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. 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.