

DEPOT RENTAL POLICIES

98 Front Street, Smyrna, TN 37167

The Depot Building may be rented for many types of activities and events such as parties, weddings, receptions, showers, music events, wine tastings, farmers markets, street fairs, charity events, political events, headquarters for community events, etc. Consignments sales, yard sales, and home party sales are **not** permitted to utilize the Depot Building.

Rental arrangements for Depot Building can be made at Smyrna Parks and Recreation OFFICE, 100 Sam Ridley Pkwy E., Smyrna, TN 37167. Office phone number: 615-459-9773, Monday – Friday, 8am-4:30pm.

<u>Rental Times Available:</u>	8am-2pm	\$75	+ Refundable Deposit: \$100
	4pm – 10pm	\$75	+ Refundable Deposit: \$100
	8am -10pm	\$150	+ Refundable Deposit: \$100

NOTE: Renter should submit completed application, obtain approval of application, and pay rental fee within 14 days of initial date of booking your reservation. If rental fee is not paid within the 14-day period, your reservation date will be released and available for rental by another party.

Cancellations must be made at least 72 hours prior to use. A processing fee of \$10 will be assessed if reservation is cancelled with 72 hours or more notice. If cancelled with less than 72 hours notice, refund will not be given.

INFORMATION:

Rental of Depot includes Building, grass area, & appropriate parking
Depot Building will accommodate 100 people
Main Room is 72' x 23', concrete floor
Small Room is 690 sq ft., wood floor (not available at this time)
8-8' tables and 78 chairs inside building
Air conditioning and Heating inside building, along with ceiling fans
Restrooms located inside Depot building
Use designated area for loading / unloading
No parking on grass or concrete

PROHIBITED:

Nails, staples, or tape on walls
Hanging items on outside fence
Outside grilling, fires, or bounce houses without prior approval from Parks Director
Staking into ground
Smoking inside building. **No open flames in building**
Alcohol (unless permission approved by Parks Director for Community Events-Permit Required)
Interrupting traffic flow on Front Street or adjacent areas

- Clean facility before leaving.
- Secure building before leaving.
- Return Building Key to Parks Office by 4pm the next business day. Failure to return key will result in forfeiture of the deposit.
- Smyrna Parks & Recreation reserves the right to cancel reserved uses of Depot Building in cases of special needs or emergencies. A full refund will be remitted.

– EVENT FEE (\$250) may be assessed for community-type events and program requests