

Olde Towne Depot  
Facility Rental Application for Wedding Reception

Contact Information:

Name \_\_\_\_\_  
Organization or Business (if applicable) \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Event Information:

Date of Event \_\_\_\_\_  
Event Description \_\_\_\_\_  
Expected Attendance \_\_\_\_\_  
Time to Arrive for Setup \_\_\_\_\_  
Event Duration \_\_\_\_\_ until \_\_\_\_\_  
Time Expected to Complete Cleanup \_\_\_\_\_  
Onsite Contact for Day of Event \_\_\_\_\_ Phone: \_\_\_\_\_

*For private events, the Olde Towne Depot will be closed to the public one hour prior to the event until one hour after the event.*

I, \_\_\_\_\_, have read the policies and procedures for use of the Olde Towne Depot and agree to abide by them. I understand that I am responsible and liable for any damages to City property that may occur during my usage. I also understand I should immediately report any problems to the Olde Towne Depot or Main Street Clinton staff.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Rental Fee (see reverse for an itemized cost list) \$ \_\_\_\_\_

*Note: Application must be received at least one month prior to the event. Once the application has been received, the Depot Events Coordinator will contact the individual above to approve or deny the event. If approved, deposit will be due within three business days. The date will not be held until the deposit has been received. The remaining balance must be paid no later than two weeks before the event. All cancellations forfeit the deposit.*

*For Olde Towne Depot Staff only:*

Approval/Denial (Depot Events Coordinator) \_\_\_\_\_  
Date Notified of Approval/Denial \_\_\_\_\_  
Date Deposit Received (50% of total) \_\_\_\_\_ Amount \_\_\_\_\_ Payment Type \_\_\_\_\_  
Date Balance Received \_\_\_\_\_ Amount \_\_\_\_\_ Payment Type \_\_\_\_\_

## Olde Towne Depot Facility Rental Application for Wedding Reception

Facility Rental	\$ 500.00	Up to 4 hours	\$ _____
	\$1,200.00	Up to 8 hours	\$ _____

*Includes time needed for setup and cleanup.*

5' Round Tables	\$ 25.00ea	___ tables x \$ 25.00 = \$ _____	<i>8 available</i>
4' Square Tables	\$ 25.00ea	___ tables x \$ 25.00 = \$ _____	<i>4 available</i>
Schoolhouse Chairs	\$ 2.00ea	___ chairs x \$ 2.00 = \$ _____	<i>100 available</i>

*Tables and chairs will be set up by Olde Towne Depot staff. After the event has been approved, a setup diagram will be requested.*

Audio	\$ -----	Setup only	\$ _____	<i>2 mics available</i>
Projector and Screen	\$100.00	Setup only	\$ _____	
	\$200.00	Setup and operation	\$ _____	

Cleaning Deposit	\$100.00	\$ _____
Damage Deposit	\$100.00	\$ _____

*Cleaning and damage deposits will be refunded once the building and equipment have been approved upon inspection following the event. These deposits must be paid by cash or check.*

Total: \$ \_\_\_\_\_  
50% Deposit: \$ \_\_\_\_\_

*Capacity:*

Theater Seating Accommodates 85 - 90  
 Banquet Seating (Eight 5' Round Tables) Accommodates 60-64  
 Standing Room Only Accommodates 175

*Checks made payable to:*

City of Clinton  
 P. O. Box 156  
 Clinton, MS 39060

*Return pages 1 and 2 of the Facility Rental Application to the Olde Towne Depot, located at 281 East Leake Street, or by mail:*

Olde Towne Depot  
 P. O. Box 156  
 Clinton, MS 39060

## Olde Towne Depot Rental Policies and Procedures

### *About the Olde Towne Depot*

Olde Towne Depot, constructed in 2017 and completed in February 2018, is home to the Main Street Clinton offices and serves as a Welcome Center to Olde Towne. It is a replica of Clinton's historic train depots and exists to promote the historic character of Olde Towne. The Depot will host historical events and exhibits, as well as provide an event space for rent.

This building may be used for business meetings, organization luncheons, receptions, showers, and historical events.

### *Capacity:*

Theater Seating Accommodates 85 – 90

Banquet Seating (Eight 5' Round Tables) Accommodates 60-64

Standing Room Only Accommodates 175

### *Policies and Procedures*

Application must be received at least one month prior to the event. Application may be delivered to the Olde Towne Depot (281 East Leake Street) or mailed to the Depot at P. O. Box 156, Clinton, MS 39060. Once the application has been received, the Depot Events Coordinator will contact the applicant to approve or deny the event. If approved, the deposit will be due within three business days. The date will not be held until the deposit has been received. The remaining balance must be paid no later than two weeks before the event. All cancellations forfeit the deposit.

Applicants must be 21 years or older to rent the Olde Towne Depot.

The reserved date may not be shared with or reassigned to another individual, business, organization, or group without approval by the Depot Events Coordinator.

A cleaning deposit and damage deposit must be paid with cash or check. These deposits will be refunded once the building and equipment have been approved upon inspection following the event. The individual submitting the application will be held responsible for any damage or loss of property. This individual will also be responsible for reporting damage, injury, or missing equipment and will pay for damages done to the property or equipment.

Event setup may begin no earlier than 8:00 a.m., and all events should be over by 9:00 p.m. with cleanup completed no later than 10:00 p.m.

The use of additional equipment, fixtures, etc. must be approved by the Depot Events Coordinator. No tape, thumbtacks, or staples may be used on walls or ceilings. No decorations may be left without approval from the Depot Events Coordinator.

*...Policies and Procedures cont'd*

Renters will be required to execute a hold harmless agreement and may be required to provide certificate of insurance.

The golf cart may not be used under any circumstances.

The facility must be left in the condition in which it was found. Trash must be taken out and tables must be wiped clean. No food may be left in the kitchen, freezer, or refrigerator. The cleanup check list must be completed and signed prior to vacating the premises.

All City of Clinton and Main Street Clinton events will have priority. The Depot Events Coordinator reserves the right to limit events at the Depot.

No tobacco products of any kind may be used in the building or on the premises. Drugs are not allowed on the premises. City and state ordinances regarding the use of public buildings must be observed.

Olde Towne Depot, City of Clinton, and Main Street Clinton will not be held liable for any articles lost, stolen, or damaged.

*Contact Information*

Olde Towne Depot  
[www.oldetownedepot.com](http://www.oldetownedepot.com)  
601.924.0113  
[depot@clintonms.org](mailto:depot@clintonms.org)

Physical Address:  
281 East Leake Street  
Clinton, MS 39056

Mailing Address:  
P. O. Box 156  
Clinton, MS 39060

Depot Events Coordinator:  
Anna Boyd Hawks  
[aboyd@clintonms.org](mailto:aboyd@clintonms.org)  
601.924.0113

Assistant Events Coordinator:  
Molly Mitchell Golding  
[mgolding@clintonms.org](mailto:mgolding@clintonms.org)  
601.924.0113

Olde Towne Depot  
Hold Harmless and Indemnification Agreement  
*For use or rental of City property*

In consideration for the use or rental of City property,

\_\_\_\_\_

(Organization/Applicant)

does hereby agree and obligate him/her and their organization to save, hold harmless, and indemnify the City of Clinton, Mississippi, and its duly elected officials, agents, servants, and employees, from any and all claims, civil actions, damages, expenses and costs of every kind and character, whether at law or equity, or otherwise, arising from or related to the operation or the activities associated with this event and specifically agrees to indemnify the City of Clinton, Mississippi, and its duly elected officials, agents, servants, and employees from all damages and expenses of whatsoever kind, including but not limited to any expenses incurred by it related to any such claim, civil action or damages.

Witness my signature this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Address: