

For Office Use Only

Deposit Paid: _____ / _____ / _____

Rental Fee Paid: _____ / _____ / _____

Deposit Returned: _____ / _____ / _____

**City of Metter
Depot
Reservation Contract**

Name of Individual/Organization: _____

Contact Person (if Organization): _____

Mailing Address: _____

(street) *(city)* *(state)* *(zip)*

Telephone Number: _____

(home) *(work)* *(cell)*

E-Mail Address: _____

Date of Rental: _____ (16 HOURS)

***Note: Your time of reservation MUST include your set up and clean up time. Your set up before and clean up after must take place within your rental time.**

Purpose of Rental: _____

*Note: Depending on the type of rental, a security guard may be hired at the lessee's expense if deemed necessary by the City of Metter and the Old Depot Committee.

Will alcohol be available at event? _____

Please check all that apply below.

- Cash Bar Fundraiser Event Auction Admission Cost/Ticket Required

Number of People Expected to Attend: _____

Age Group of People Attending: _____

If room is reserved for minors, how many chaperones will attend: _____

*Note: A minimum of 1 chaperone to 10 children is required.

This is a confirmation of the reservation that I have made with the City of Metter and the Old Depot Committee. I understand that my reservation is not completed until the rental fee and deposit are paid and a reservation contract form is completed. This written agreement, signed by the parties, contains the parties' entire understanding with respect to the subject matter hereof, and supersedes any and all prior correspondence, discussions, and representations. I further understand that if any of the below equipment is missing or damaged, that I will be responsible for replacement of such equipment. Notwithstanding the foregoing, Lessee represents that it has read and fully understands the Terms and Conditions of Use.

Lessee Signature Date

----- **OFFICE USE ONLY** -----

Rental Fee \$ _____

Staff Making Reservations: _____

Date: _____

Key No assigned: _____

Date/time issued: _____

Date/time returned: _____

Inspected after event by: _____

Equipment at the Depot:

Items	Number there	Cost Each	Number Missing
New folding chairs	101	(\$45.00)	_____
New round tables	16	(\$160.00)	_____
New 8' folding tables	03	(\$145.00)	_____
New 6' folding tables	02	(\$95.00)	_____

Date: _____ Approved: _____ Denied: _____

_____ YES, I have received a copy of the Building Rental Procedures for the Metter Railroad Depot
Initial Rental Contract. I understand all the requirements for the use of this facility.

Cancellation/Refund

If a reservation is cancelled within two-weeks or less of the event, the total rental fee will be forfeited. All cancellations must be **made in person** prior to the two-week period for your rental fee to be refunded.

Date by which you must cancel in person to receive your rental back: _____

RELEASE, COVENANT NOT TO SUE, AND INDEMNIFICATION AGREEMENT

As an inducement for and in consideration for the undersigned’s rental of a space from the City of Metter and the Metter Railroad Depot Committee, the undersigned hereby indemnifies and holds harmless the Metter Railroad Depot Committee and the City of Metter, its elected officials, staff, or authorized agents from and against any and all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney’s fees) arising from or in any manner connected with the rental and use of said facility by the undersigned.

The undersigned further hereby fully and forever releases and discharges the Metter Railroad Depot Committee and the City of Metter, its elected officials, staff, or authorized agents from any and all known and unknown, anticipated, or unanticipated occurrences, arising from or in any manner connected with and its affiliated organizations and their directors, officers, employees, and agents for any such claims, demands, damages, actions, or causes of action.

WARNING

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

Lessee Signature

Date

City Signature

Date

(Rev. 8/23)