



# DEPOT RENTAL CONDITIONS AND AMENITIES

## 1. CONDITIONS

- a. Occupancy limit: 50 people.
- b. Not allowed: animals, smoking, open flames (e.g., candles).
- c. Access to basement will be closed unless arrangements are made in advance.
- d. Permission to add materials to walls/woodwork must be obtained in advance. If granted, 3M damage free hanging strips must be used. Renters are responsible for any damages from such additions. Current images on wall may not be removed.
- e. Renter responsibilities:
  - Remain on site while building is unlocked.
  - Escort any unruly attendees off of the property.
  - End the event early enough so that there is no activity by 10 p.m.
  - Place any refuse in the receptacles in the office area.

## 2. AMENITIES

- a. Available:
  - ADA compliant bathroom
  - Large desk near doorway (used as buffet, agendas for meetings, programs, sales of musical disks, etc.).
  - Fifty folding chairs; five tables (30" x 72")
  - Portable 60" TV monitor
  - Small stand with podium
  - Wi-fi is available via hot spot, if notified in advance.
  - Portable coat rack and hangers.
  - A 60-cup coffee maker and 72 oz. thermal Airpot
  - Small refrigerator
  - Public parking along (1) depot drive at 2nd St. entrance (includes handicapped parking), (2) along drive at south end, and (3) on city land south of the depot on the south side of 3rd St. (see map on next page)
- b. Unavailable
  - Landline
  - Kitchenette
  - Sound equipment
- c. Space
  - Main room area: 18' x 39'
  - Office area 9' x 18'; can be used for staging/food preparation
  - Basement may be available for storage or viewing of display with permission
- d. Refuse
  - Must be placed in receptacles in office area
  - Garbage/recycling processed by Save the Northfield Depot personnel

## 3. RENTAL FEE (tentative; may change with planned change insurance company)

*Note: Set-up and clean-up time is not counted as rental time.*

| a. <u>Rates</u>     | <u>Non-profits/Public use</u> | <u>Small Business use</u> | <u>Business/Private use</u> |
|---------------------|-------------------------------|---------------------------|-----------------------------|
| 1-2 hrs.            | \$25                          | \$35                      | \$50                        |
| Each additional hr. | \$10/hr.                      | \$10/hr.                  | \$10/hr.                    |

- b. Access
  - Depot personnel will open and close the building for single time uses.
  - Arrangements will be made for opening of multiple days of rental.

**Questions? Ask at Alice Thomas at [ythoma078@yahoo.com](mailto:ythoma078@yahoo.com) or call 507-645-8482.**

