

RENTAL REGULATIONS

HOUSE RULES

1. All publicity concerning The Trolley Barn, other than incidental directions for an event must be cleared through and approved by the Director of The Trolley Barn.
2. No debris may be thrown inside or outside the building, the patio, lawn, or garden areas. **NO BALED STRAW IS ALLOWED ON THE PREMISES.**
3. All functions and clean-up are to end at the contracted time. On week nights the building must be cleaned and closed by 12 midnight. On Fridays and Saturdays the building must be cleaned and closed by 1:00 a.m.
4. Excessively loud music is not permitted at The Trolley Barn due to our proximity to local residents. Amplified sound must be kept at or below 90 decibels. Infraction of this rule will result in full retention of the security deposit. Please discuss the rules listed on the last page of these regulations with your music vendor.
5. Alcohol Policy:
 - a. Lessee assumes any and all responsibility and liability for full compliance with all federal, state, and/or local laws, ordinances and regulations pertaining to serving and consuming alcohol dispensed and/or consumed during an event held on the premises of The Trolley Barn.
 - b. Lessee shall be responsible for obtaining any and all required licenses, permits, and insurance which authorize Lessee to legally serve alcohol on the premises and insurance adequate to protect and indemnify the Lessor under the terms of this Policy.
 - c. Lessee agrees to indemnify and hold Lessor, any and all of Lessor's employees, workers and Board of Directors, harmless from and defend them against any and all liability and/or responsibility related to alcohol being or having been served or consumed on the premises, whether for events occurring on the immediate premises or elsewhere during or after an event.
 - d. Note: Alcoholic beverages dispensed at no charge to event guests do not require licensing.
6. Lessee is responsible for all actions of his or her caterer. Lessee will inform caterer of The Trolley Barn's rules and regulations for caterers as set forth on the attached Catering Sheet.
7. Absolutely nothing is to be nailed, stapled, taped or otherwise affixed to the walls, doors, floors or rafters in any area of The Barn. Hooks for hanging objects can be found above all the windows. **NO** string lights may be added to what is already in place. **Nothing** may be attached to The Barn tables and chairs with staples, tacks, or glue fixatives of any kind. **Nothing** may be tied, attached to or interfere with the light fixtures and sprinkler system.
8. Smokers must smoke outdoors and use the urns for their ashes and cigarette butts, not the floor or the grounds. An extra cleaning charge will be imposed if cigarette butts are found on the patio or the grounds.
9. Rice, confetti, or flower petals may not be thrown in or around the building or grounds. Birdseed may be thrown outside the building only. Confetti, straw, and glitter is not allowed in or around The Barn. Sparklers may **NOT** be used in or around The Trolley Barn as they are a fire/injury hazard.
10. All candles must be table top and have protective covers. No candles may be set on any other surface inside or outside The Barn.
11. Windows and doors of The Trolley Barn must remain closed if the HVAC system is used and/or amplified music is used.
12. Children **MUST BE** under supervision of adults at all times and may not play in the garden area.
13. Food and drink on the mezzanine may be consumed only from tables. "Picnicking" on the carpet **is not** permitted.
14. The Trolley Barn is not responsible for any items left by the caterer, rental companies, guests of the Lessee, or the Lessee. Items left behind are generally held for two (2) weeks before being permanently disposed of.
15. Event set-up and break-down is the responsibility of the Lessee's professional service (for example: an event planner, event decorating service, or caterer). The building and grounds must be left clean.

16. All used floor space must be swept reasonably clean. All cleaning and the removal of rented equipment must be within the scheduled time of usage, unless special arrangements have been made with the Director of The Trolley Barn. A charge of no less than \$100 will be deducted from the security deposit if it is necessary for The Barn personnel to remove set-ups or do additional clean-up.
17. Lessee is responsible for delivery and pick up of rental furnishings or equipment not rented from The Trolley Barn. All rental equipment must be stacked neatly off the main hall floor for pick-up by the rental company the same day, or as arranged for on the following workday.
18. Formal aspects of programs outside, such as weddings, are restricted to the patio area. No furnishings may be placed on the lawn and no games may be played on the lawn. Informal activities such as photography, etc. are allowed on the lawn. Patio furnishings (benches, cigarette urns, signs, potted plants, etc.) **may not** be moved from their locations for any reason.
19. Any permanent disfigurement of the main or basement hall floors through spillage, marking (crayons, paint, hot food items, etc.), or gouging, will result in charges to the Lessee for repairs. This does not include normal food and beverage spillages and furniture wear. Extensive stains on mezzanine carpet will bring added charges.
20. Tent set-ups are restricted to the brick patio area. Maximum allowable tent size is 30' x 50'. The City requires permitting of tents larger than 10' x 10'. Tents must be weighted down. NO stakes are allowed.
21. Spontaneous parties after the close of an event are not allowed on The Trolley Barn grounds or in the street. Lessee, or a designated person, must remain on site until all guests have departed the premises. After event "parties" that are disruptive to the neighborhood may result in forfeiture of Lessee's security deposit.

PARKING

22. Parking is available on both sides of Edgewood Avenue. Please **DO NOT** block driveways.
 - a. There are fifteen (15) on-site parking spaces in The Trolley Barn parking lot, plus two (2) handicap spaces at the main entrance. **NO** other vehicle is allowed to park at the main entrance.
 - b. For evening and weekend events, fifteen (15) spaces are generally available at the Justice Center across the street from The Trolley Barn.
 - c. Approximately thirty-seven (37) spaces are available in the parking lot of the Inman Park United Methodist Church.
 - d. The Trolley Barn is not responsible for any damage to parked vehicles. When one or more security officers are employed for an event, street parking is patrolled during the event hours.
 - e. Buses hired to transport guests to and from The Trolley Barn are not allowed to leave motors running while parked anywhere in view of The Trolley Barn.

SECURITY

23. A security officer is required for all parties with 150 guests or more or at any event where alcoholic beverages will be served. An officer will be secured by The Trolley Barn and the cost will be billed to the Lessee prior to the event. We will be happy to schedule security officers for smaller events upon request.

CATERING

24. The Catering sheet is attached hereto and made a part of these Regulations. Failure to use a licensed and insured caterer with a minimum of \$1,000,000 aggregate liability coverage and/or to provide proof of such insurance to The Trolley Barn will result in forfeiture of the security deposit. Such proof must be on file with The Trolley Barn at least 48 hours prior to the date of the event.

AMPLIFIED SOUND

25. The Amplified Sound sheet is attached hereto and made a part of these Regulations.

REMINDER

Any failure to adhere to the Regulations or any activity which results in damage beyond normal wear and tear, added labor cost to The Trolley Barn staff, maintenance, or cleaning personnel, or adversely affects The Trolley Barn operation, may result in a penalty charge against the security deposit for charges over and above the amount of the rental deposit.