



## THE TROLLEY BARN

963 Edgewood Avenue, N.E. • Atlanta, Georgia 30307 • (404) 521-2308

2011 FEE SCHEDULE				
DAY	RENTAL FEE: DEPOSIT OF 50% IS REQUIRED TO RESERVE DATE	MINIMUM TIME BLOCK	ADDITIONAL COST PER HOUR FOR EXTRA HOURS	REFUNDABLE SECURITY DEPOSIT
MONDAY thru THURSDAY (9:00 a.m. to 3:00 p.m.)	\$1,200	4 hours	\$100	\$ 500
MONDAY thru THURSDAY (After 3:00 p.m.)	\$2,000	6 hours	\$200	\$ 750
FRIDAY (After 3:00 p.m.) and SUNDAY	\$2,800	7 hours	\$200	\$1,000
SATURDAY (January thru March)	\$3,200	8 hours	\$200	\$1,000
SATURDAY (April thru December)	\$3,600	8 hours	\$200	\$1,000
WHEN THE MAIN HALL IS RENTED, USE OF THE BASEMENT HALL IS AVAILABLE FOR AN ADDITIONAL \$250				
SET UP AND BREAKDOWN TIME IS INCLUDED IN EACH 4, 6, or 8 HOUR BLOCK OF TIME. SET UP AND BREAKDOWN MUST BE MANAGED OR PERFORMED BY A PROFESSIONAL EVENT PLANNER, EVENT DECORATING SERVICE, OR CATERER. WHEN AN EVENT REQUIRES HOURS BEYOND THE TIME BLOCK, A FEE WILL BE CHARGED BASED ON THE "ADDITIONAL HOUR" RATE FOR THAT TIME SLOT.				
<b>SECURITY OFFICER:</b> THE PRESENCE OF A UNIFORMED OFFICER DURING EVENT HOURS THROUGH THE END OF THE EVENT IS REQUIRED. THE FEE IS \$35 PER HOUR WITH A MINIMUM REQUIREMENT OF 4 HOURS.				

- INCLUDED:** Included in the main hall rental is use of: the kitchen, patio, and mezzanine areas, and 10 rectangular tables (6' L x 30" W). Additional furnishings are available for a rental fee as listed on the reverse side.
- FOOD SERVICE:** Food service must be provided by a licensed/insured (minimum aggregate liability of \$1,000,000) caterer. Catering is open to any food service organization meeting this requirement.
- REFUND POLICY:** Your rental deposit is non-refundable. However, if your event is cancelled and the date is re-booked, your deposit will then be refunded less a \$75 service charge.
- TO RESERVE:** A deposit of one half of the base rental fee is required with a signed Rental and Deposit Agreement. The final contract will be sent out 2 months prior to the event. Full payment plus the refundable security deposit must be submitted with the final contract to The Barn 3 weeks prior to the event.

**ADDITIONAL INFORMATION: Director: Linda Dunham - 404-521-2308**

The Trolley Barn is owned by the City of Atlanta and is operated by the Atlanta and Edgewood Street Railway Company - a non-profit organization. Your payments for rental of The Barn are applied 100% to maintenance and enhancement of The Barn as an amenity for the citizens of Atlanta.