



Friends of the Caldwell Depot

City of Caldwell
Train Depot/Plaza
701 Main Street - Caldwell
Reservation Form

Activity Date: _____ Type of Activity: _____

Time that set-up begins: _____ Time of event: _____ to _____

Anticipated number of persons in the building (capacity 115): _____

Group Name: _____

Point of Contact: _____

Address: _____

Phone: (days) _____ (evening) _____

I understand by renting the Caldwell Train Depot facility, I agree to the following conditions: (Please initial)

_____ I agree to pay the **non-refundable key & cleaning deposit** in the amount of **\$50**. This deposit must be submitted at time of application.

_____ I agree to pay the **rental fee** within two weeks of the event. Please check the appropriate box(es).

Depot (includes only the use of the interior of the Depot) \$250

Plaza (includes use of plaza area in front/sides of the Depot) \$100

Please note there are no public restrooms with plaza rental only.

Depot & Plaza \$350

Tables Qty. ____ @ \$7 each = ____

Chairs Qty. ____ @ \$1 each = ____

TOTAL _____

_____ I agree that the key will be returned to City Hall on the next working day following the event or a \$25 late fee will be assessed.

_____ I agree to hold the Friends of the Depot and the City of Caldwell harmless from loss, damage, or liability caused by the tenant or the tenant's agents, employees, or invitees.

_____ I agree that there will be no alcoholic beverages served or consumed on the premises (including the Depot Plaza) unless a permit is obtained through the City Clerk's Office (Section 08-07-05, 08-07-07).

_____ I agree that there will be no smoking within the depot facility.

_____ I agree that there will be no adherence of any objects to the walls, ceilings, window frames or windows.

_____ I agree that I am responsible for the action of my guests and, therefore, am liable for any damages done to the facility. I agree to repair or replace any property which is damaged during the period of this rental agreement.

_____ I agree that the premises must be vacated no later than 11:00 p.m.

_____ I agree that the building will be returned in a **clean and orderly condition** including all garage removed from the building and placed in the large gray trash receptacle on the west side of the building, trash can liners replaced in the interior receptacles, litter removed from the floors, no personal items left in the building or plaza area, and all lights are turned off. I understand that if these conditions are not met, an additional cleaning charge will be assessed.

_____ **I agree that the oak bench located in the west side waiting area WILL NOT be moved from its present location.**

_____ I understand that if the floor is scratched or marred, I will be responsible for damages and understand that additional charges for repairs could be assessed.

_____ I agree that the rental agreement will not be assigned to any other party.

The rental agreement must be signed by the responsible party who will be present during the function.

Signature: _____ **Date:** _____

Application and Deposit Submittal Information

City of Caldwell
ATTENTION: City Clerk
411 Blaine Street
PO Box 1179
Caldwell, ID 83606

Phone: (208) 455-4656
Fax: (208) 455-3003

NOTE: A refund of the RENTAL FEE (minus a \$15 processing fee) will be issued if the event is cancelled prior to seven (7) days of the event.

City Staff Only

Date received		Alcohol Catering Permit	
Deposit Paid (Date & Amount)		Rental Amount Paid (Date & Amount) (Include table & chair rental if applicable)	
Authorized Signature			