

ARDMORE MAIN STREET AUTHORITY
101 W Main Street, Ardmore, OK 73401 (580) 226-MAIN (6246)



Santa Fe Depot Rental Agreement & Contract
251 E Main St. Ardmore, Ok
Rental Agreement and Contract

All deliveries and set up for events must be conducted during your rental time.

FACILITIES RENTAL TERMS AND CONDITIONS

1. Suitability: Reservations for all events, including but not limited to, weddings, receptions, festivals, concerts, run/walk/ride events are made for specific facilities (Depot Park, Santa Fe Depot Building) as deemed suitable by the Ardmore Main Street Authority (AMSA), and by ordinance of the City of Ardmore. Rental of facilities can be for public or private use but will follow appropriate fee schedules for each. A paid reservation for Santa Fe Depot Building does not include exclusive use of Depot Park.

2. Reservation Periods:

- Santa Fe Depot Building: Sunday – Saturday (please see fee schedule for days, times and fees)

Public attendees must vacate the reserved area at the end of the reservation period. Late arrivals do not constitute additional time at the end of the reservation period. The Lessee acknowledges that AMSA reserves the right to cancel this reservation at any time for specific cause. The venue closes to all invitees at the end of the reservation period. Clean up may continue one hour after the end of the reservation period, unless otherwise approved by AMSA.

3. Reservation Capacity: Reservations are limited to:

- Santa Fe Depot - **120** people, events of 120 people require security as set forth in paragraph 16 herein.

4. Care of the Area/Facility: Lessee will be responsible for keeping the site clean during and at the conclusion of the event. A refundable security deposit will be required to ensure responsible use of the facilities. Reasonable reimbursement will be paid to AMSA for damages and clean-up of the site that go above the amount of the security deposit. Nothing shall be let loose (balloons, birds, unlicensed drones, etc.) during the reservation time. Pyrotechnics (including sparklers) and open flames are prohibited except on food buffets. No glitter, confetti, rice, dried beans, pasta, bird seed, spray paint, glue or artificial snow may be used within or without the premises or on tables, fixtures, or structures inside or outside.

5. Equipment: All equipment brought onto the property must be approved by AMSA. No heavy equipment is permitted on the turf or grounds of Depot Park. Food Trucks, carnival rides and the like should be parked on the designated (reinforced) sidewalk in front of the Depot building, in the North or South parking areas, or along Caddo Street. There are no tables and chairs available for outdoor use.

6. Alcohol: Consumption or possession of any alcoholic beverage, including beer, wine, and distilled spirits are allowed if they adhere to the State of Oklahoma ABLE Commission laws and regulations and the City of Ardmore ordinance and regulations. Depending on the type of event, this may require special permits from the State and/or City. If alcohol is being allowed or served, the reservation holder is also required to provide licensed and bonded security from the time the event begins until the conclusion of the event.

7. Smoking and Marijuana: Santa Fe Depot Building and Depot Park are non-smoking facilities. The use of Marijuana, including Medical Marijuana, is prohibited at all AMSA parks and facilities due to insurance restrictions.

8. Safety and Conduct: Proper safety measures will be the responsibility of Lessee. These safety measures must be exercised to protect the participants and properties. The Lessee will be responsible for the conduct of all participants and guests and is subject to the laws and regulations of the City of Ardmore.

9. Noise: Those holding reservations shall stop all amplified sound by 10:00 p.m.

10. Motor Vehicles: All motor vehicles must be kept in designated parking areas and are not allowed to be driven or parked on grassy areas, trails, or sidewalks (except those specified which are directly in front of the Santa Fe Depot building).

11. Electricity/Water: Electricity will be provided as part of the rental fee of all AMSA facilities. Specific arrangements for the use of spider-boxes, outlets on timers, etc. will need to be pre-arranged with AMSA and will require additional fees. Note: Sprinklers for watering the flower beds and lawns are on automatic timers and will need to be discussed prior to the event. Water is only provided at indoor facilities.

12. Refunds, Credits and Cancellations: Should Lessee need to cancel, change, or reschedule the reservation for any reason, it must be done at least 10 business days prior to the event by emailing the cancellation form attached here to the AMSA office. 10 business days notification is required for a full refund of the deposit and cancellation of rental fees. Reservations are non-transferable. Failure to submit the attached cancellation form by email 10 business days in advance will obligate Lessee to forfeit their deposit. The reservation is not booked until the deposit has been made. All rental fees for the reservation are due 10 business days in advance of the reservation.

13. Rental Receipt: A Rental Receipt issued by AMSA when fees are received is your permit for the use of the specific area ONLY and must be present during the reservation.

14. Keys: A key will be issued one day prior to the event to the Lessee on the application and must be returned to the AMSA office on the first business day after the event. Failure to do so will result in deposit forfeiture. Exception Saturday and Sunday events keys will be issued on Thursday.

15. Insurance: An event insurance policy or rider to an existing policy owned by the lessee is required. The policy or rider must clearly indicate both: AMSA 101 W. Main, Ardmore, OK 73401 and the City of Ardmore PO Box 249, Ardmore, OK 73401. Insurance is not required for Monday – Thursday four-hour maximum events (no alcohol) or Monday – Thursday all day events (no alcohol) at Santa Fe Depot.

16. Security: Security is required for Santa Fe Depot Events as follows: Two Ardmore Police Officers, One Carter County Sheriff's Deputy, or one bonded Security Guard is/are required for all events in which alcohol is being served. For events in which no alcohol is served, security is not required. The rate for security services is \$45 per hour per Officer, Deputy or Security Guard and shall be paid in full by Lessee upon execution of the Rental Agreement

17. Street Closure: All arrangements for street closures are the lessee's responsibility.

18. Non-Compliance: Failure to comply with the above guidelines may result in loss of future reservation privileges

19. Service or Equipment: AMSA will not provide or be responsible for any service or equipment unless solely outlined in this agreement

Santa Fe Depot Building and Depot Park Application and Contract

Rental Rate (to be filled in by AMSA staff)

Santa Fe Depot Building Rental Amount: _____

Santa Fe Depot Building Deposit Amount: _____

Additional Rental Items (kitchen, bridal suite, etc): _____

Date of Event: _____

Time of Event: _____ to _____

Event: _____

Company Responsible: _____

Person Representing the Company: _____

Individual Responsible: _____

Contact Number: _____

Contact Address: _____

Contact Email: _____

Number Expected at Event: _____

Deposit Amount Received: _____ Date Received _____

Deposit Amount Return Date: _____ AMSA Representative _____

Person Receiving Returned Deposit: _____

Key Issued: Name _____ Date _____ AMSA staff: _____

Key Returned: Name _____ Date _____ AMSA staff: _____

Rental Rates for Santa Fe Depot

Santa Fe Depot:

Monday through Thursday – a four-hour maximum rate and all-day rates are available between the hours of 7:00am and 10:00pm

Friday through Sunday - all day rental rates only between the hours of 7:00am and 10:00pm.

Deposits: A refundable deposit equal to the rental rate will be required with a reservation. Cleaning up and removal of event set up may be conducted between 10:00pm and 11:00pm, but the public should be out of the park at 10:00pm.

| | | |
|-------------------|----------------|----------------------------|
| Monday – Thursday | 4 Hour maximum | \$250 / Day Community Room |
| Monday – Thursday | All Day | \$500 / Day Community Room |
| Friday – Sunday | 4 Hour maximum | \$500 / Day Community Room |
| Friday – Sunday | All Day | \$750 / Day Community Room |

Additional add ons

| | |
|--------------|-----------|
| Kitchen | \$100/day |
| Bridal Suite | \$100/day |

Santa Fe Depot Building / Equipment Loading

Do you need access to the sidewalk in front of the Santa Fe Depot Building? Yes _____ No _____

Deposit Amount _____ Date Received _____ Rental Amount _____ Date Received _____

Will there be alcohol served? _____

If so, you agree to abide by Oklahoma ABLE laws and provide a copy of your ABLE & City of Ardmore licenses to the AMSA office _____

Is Security needed? _____ If yes for what hours? _____

*You must call the AMSA Office to report arrangements for documentation to this application.

I have received a copy of this application / rental receipt and understand the provisions for rental of property.

Name

Signed

Date

Cancelation of Event

I am canceling my reservation for the reserved event _____ at the Santa Fe Depot Building.

For the following reason: _____

Date: _____ Time: _____

Print Name: _____

Signature: _____

Date: _____