

L&N Railroad Depot
28117 State Highway 75
Oneonta, AL 35121

Thank you for your interest in reserving the L&N Depot. The structure dates back to 1889 where it served as Oneonta's Train Depot. The Depot was moved from the original location downtown in 1977 to the Oneonta Recreational Park and was renovated in the year 2000.

There are eight round tables, four rectangle tables, and 70 (seventy) chairs.

The L&N Depot is currently available to rent for receptions, family and class reunions and other non-profit functions. The city does have the following stipulations regarding the rental of the depot:

1. Reservation fees must be paid in full in order to reserve dates to rent the depot and include \$350 for a full weekend (Saturday & Sunday), \$200 for either Saturday or Sunday only, \$115.00 full-day or \$75 for a half-day. Also, there will be a \$500.00 deposit the day you pick up the key. The deposit is applicable for refund once the depot has been inspected. Any damages made during the time of your rental will be estimated and deducted from your deposit.
2. NO TAPE OR THUMBTRACKS on walls or painted surfaces. Please secure balloons to keep them from becoming entangled on ceiling fixtures.
3. Please keep all doors closed to conserve energy and help keep insects out of the building.
4. All renters must abide by the safety occupancy rating at 76 persons posted by the Fire Marshall.
5. All trash is to be removed and placed in the dumpster behind the depot. Please replace the bags for the next person. Ensure all trash from outside is picked up and thrown away.
6. Do not leave any food in the refrigerator.
7. Make sure the stove and oven are turned off after use.
8. Turn off all lights inside and outside when leaving the building.
9. All grills must be placed in the parking area behind the depot for usage. No grills are to be used on the porches of the depot.
10. Smoking is not allowed anywhere in the building. Smoking is allowed outside but please pick up all cigarette butts.
11. No alcoholic beverages are allowed on the premise.
12. Make sure to lock doors when leaving the building. Do not give the key to anyone else and return the key to the 110 Building on the next business day for return of your deposit. Office hours are 8:00 a.m. until 4:00 p.m.
13. The depot must be cleaned up and locked by 9:00 p.m. the day of your rental. This includes putting all tables and chairs up. If this is not completed, you will be charged \$100.
14. The depot is not for commercial use. No functions that require the paying of admission fees or functions that sell merchandise of any kind may use the depot.
15. Non-profit organizations shall be limited to one usage per calendar month before daily admission fees become applicable. In order for a non-profit to receive the fee waived, they must provide proper documentation proving they are a non-profit organization.
16. If you reserve on a Sunday, there are no guarantees that the Depot will be clean as we have no employees available to cleanup if anyone rents before you on a Saturday.
17. No pets are allowed in the building, unless it is a service animal pre-approved by the City.

- 18. No bouncy houses or inflatables are allowed on the City premises.
- 19. Renting the Depot includes the building only. Any of the surrounding park area should not be used for a renter's event.
- 20. No renter will be allowed in the day before their rental to setup. You must pay the additional rental fee.

I, _____ have read and understand the terms for renting the L&N Depot listed above and agree to these terms. I further understand that failure to abide by these terms may result in the forfeiture of my deposit and/or refusal of future requests to rent the facility.

Date of Rental

Signature

Address

Home Number

City/State/Zip

Cell Number

Purpose of Rental

Name of Person to receive the key

Make checks payable to City of Oneonta. Please send to 110 1st Ave East Oneonta, AL. 35121. Please send two checks - one for the payment and one for the \$500 security deposit. When mailing a check, please specify which building you are renting and the date of the rental on the memo line.