

THE DEPOT

CAMILLA, GEORGIA

Thank you for considering the Historic Camilla Depot as the location for your upcoming event. This brochure to designed to assist you in your planning process. Should you have questions or concerns that are not addressed, please do not hesitate the Camilla Chamber of Commerce at 229-336-5255.

BANQUET ROOM & PLATFORM

The Banquet Room will accommodate a maximum of 400 people for a stand-up function, 300 people for theatre style seating, and 180 people (comfortably) for a seated dinner or conference. The room is air conditioned for comfort and includes a warming kitchen and adequate restroom facilities. The facility is handicapped accessible. Rental of the facility includes the use of tables and chairs; however, set-up is the responsibility of the contracting party. Linens, drinking glasses, napkins, plates, utensils, towels and other such items are not included and must be supplied by the contracting party. (Please read the Policies and Procedures included in the booklet for further information and guidelines.)

The Platform will accommodate an additional 200 for a stand-up function and 120 people for a seated dinner. The Platform is lighted and ceiling fans have been installed. This is an outdoor facility and is subject to the elements of weather and nature. The Platform is pressure washed twice annually. The clean-up of any wind blown debris, standing water, bird droppings, etc., will be the responsibility of the contracting party. (Please read the Policies and Procedures included in this brochure for further information and guidelines.)

RENTAL CHARGES

Security/Damage Deposit on ALL rentals **\$350.00**

This deposit is due with the rental application. Dates will not be held until the deposit and application have been received. The deposit is fully refundable in fourteen (14) days if the area is left in an orderly manner immediately following the event. The deposit is fully refundable if cancellation is made at least ninety (90) days prior to the event and non-refundable if notice is given less than ninety (90) days. This deposit does not apply toward nor is it included in the rental charge.

WEEKEND EVENTS

1 DAY - Friday, Saturday or Sunday
(less than 100 in attendance) **\$550.00**

1 DAY - Friday, Saturday or Sunday
(100 or more in attendance) **\$650.00**

3 DAYS - Friday, Saturday and Sunday
(less than 100 in attendance) **\$850.00**

3 DAYS - Friday, Saturday and Sunday
(100 or more in attendance) **\$950.00**

WEEKNIGHT EVENTS

(Monday – Thursday, after 5:30 p.m.) **\$400.00**

WEEKDAY BUSINESS HOURS

8:30 a.m. until 5:00 p.m. **\$325.00**

Camilla Chamber Members **\$210.00**

NON-PROFIT ORGANIZATIONS RATES

WEEKEND EVENTS

1 Day - Friday, Saturday, or Sunday **\$500.00**

3 Days - Friday, Saturday, and Sunday **\$800.00**

WEEKNIGHT EVENTS

1 Night (Monday - Thursday) **\$300.00**

CHAMBER BOARD ROOM

The Chamber Board Room will accommodate approximately 40 people for a seated dinner/conference. Access to the kitchen and restrooms

are available. The room is available only during business hours, 8:30 until 5:00 p.m., Monday through Friday.

Weekday Business Hours

8:30 a.m. until 5:00 p.m. **\$110.00***

*Members of the Camilla Chamber of Commerce are allowed use of the facility once a month for no charge.

POLICIES AND PROCEDURES

Weekend, holidays or weekday evening events must conclude by the ending time noted on the Rental Application, which includes clean-up time. No event (including the time it takes to dismantle) may extend past 1:00 a.m. All clean-up must be completed within the allotted time period agreed to on the Rental Application to avoid additional charges. Each additional hour or portion thereof, beyond the allotted time is \$75.00 per hour.

All damages which occur to the property and exhibitions of the Camilla Chamber of Commerce, Inc. and the City of Camilla shall be the responsibility of the contracting party. These shall include those damages which exceed the security deposit. All exhibits and furnishings will remain on the premises and are NOT to be removed or tampered with under any circumstances.

Rental includes the use of the facilities tables and chairs. All "set-up" (tables, chairs, etc.) is the responsibility of the Contacting Party.

Linens, drinking glasses, napkins, plates, utensils, towels, and other such items must be supplied by the contracting party.

All items used for decorating, catering, etc., by the Contracting Party must be cleared out immediately following the event within the time frame stated on the Rental Application. The Depot is not responsible for any items left in the facility following the event.

Smoking is strictly prohibited inside the facilities. There are designed smoking areas outside.

All facilities are handicap accessible.

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HOUSE RULES

The proposed use must be of a size and nature that will not risk damage to or destruction of the historical premises or any exhibits or violate fire, security or safety regulations put in place by the City of Camilla.

The Contracting Party must be responsible for all expenses in connection with the event, including, but not limited to providing the necessary catering arrangements, decorations, equipment rental, and removal of all equipment and decorations not belonging to the Camilla Chamber of Commerce, Inc., or the City of Camilla immediately following the event.

Set-up of tables and chairs will be the responsibility of the Contracting Party.

Preparation and cleaning should take place during the beginning and ending times noted on the Rental Application. These activities must be accomplished in a manner which does not interfere with other activities of the Camilla Chamber of Commerce, Inc., or the City of Camilla.

Due to the historic nature of the facility, nothing should be leaned against the walls so as to protect the brick and the paint.

No decorations, nails, tape, etc., may be attached to the walls or ceilings in any part of the facility, including the Platform.

Due to the alarm system, NO helium balloons may be used inside the facility for decorating or any other purpose.

Only votive candles placed inside glass or crystal containers may be used.

No rose petals, rice, confetti, glitter, serpentine, sparklers, etc., may be used inside or outside the facility. Only birdseed is allowed outside.

No keg beer or saki barrels, etc., may be brought inside the buildings. These items may be placed on the platform.

Organizations or individuals serving food or alcoholic beverages will comply with all federal, state and local regulations that apply, assuming liability for all personal and/or property damages that may result.

All facilities, kitchen, restrooms, and other areas must be cleared of all litter and debris associated with the event so that staff can immediately clean the facility. ALL trash must be placed in the dumpster located on the northwest corner of the property. Staff members will arrive immediately following event to begin sweeping, mopping and cleaning. Should staff members find excess trash, litter or debris associated with the event, the security deposit, or portion thereof may be retained. All loose trash in the rented facility and on the grounds must be bagged and placed in the outdoor dumpster. Trash bags are supplied by the Chamber of Commerce.

Restrooms are adequately stocked with paper products prior to each event. Additional products must be supplied by the Contracting Party.

For security reasons, keys to our facility are not issued to the contracting party. Please arrange times for unlocking the building with Depot Staff.

CAMILLA CHAMBER OF COMMERCE RECOMMENDATIONS

You are free to contract with the person or company of your choice for your event needs. The Camilla Chamber of Commerce recommends the following because of our past experiences with these reputable people, businesses, and/or organizations.

Recommended Decorators:

Martha's Flower Shop, Danny Singleton, 229-336 0571
Simply the Best, Jennifer Atkinson, 229-336-1565

Recommended Caterers:

The Bistro, Jamie Lawrence, 229-330-2478
Debbie's Main Street, Debbie Spence, 229-336-7006
Kebo's BBQ, Regina Green, 229-336-7406
Mitchell County High School, Lillibel Wingate, 229-336-0970
Pepi Food Services, 229-243-0130

Recommended Rental/Event Planning Services:

Andrew Rentals, Albany, GA, 229-883-4400
Rental Depot, Albany, GA 229-883-5777



Camilla's Historic Depot
is the perfect place
for your upcoming event!

For Rental Information, contact:



Post Office Box 226 ❖ 212 East Broad Street
Camilla, Georgia 31730

229-336-5255