



Trolley Station General Information

RENTAL PROCESS

- 1) Fill out the Trolley Station Rental Agreement Application
 - 2) Pay rental cost at the time the application is turned in at City Hall
 - 3) Contact City Hall the Monday prior to the meeting/event to schedule a check-in appointment to:
 - a. Pay deposit
 - b. Conduct an on-site walk through
 - c. Receive access key
-

RENTAL FEES

- Hourly Rate (1-5 hours)
 - \$50 per hour + tax
- Full Day Rate (6+ hours)
 - \$320 per day + tax (Sunday – Thursday)
 - \$400 per day + tax (Friday & Saturday)

Payable via cash,*credit/debit card, personal check, money order or cashier's check (payable to City of Middleton)

DEPOSIT

- Meeting: \$100 (refundable - if applicable)
- Event: \$500 (refundable - if applicable)

Payable via cash,*credit/debit card, money order or cashier's check (payable to City of Middleton)

RENTAL HOURS

- Facility rental times: 8:00 am – 11:59pm (day of event/meeting)
 - Late check out for hourly events will incur an additional hourly rate as applicable
 - Late check out for full day event will incur a Full Day additional rate. (Ex: 12:01 am is considered late)

ALLOWABLE CONCESSIONS

- Alcohol (licensed on site vendor only) see attached Alcohol Beverage Catering Permit Application
- Food Catering:
 - On-Site Catering (food is being served by caterer) - see attached Catering Permit Application
 - On-Site Non-Service Catering - no permit is required

ONSITE AMENITIES AVAILABLE

- | | |
|---|------------------------------------|
| ▪ 13 – 8' long tables | ▪ Countertop space for preparation |
| ▪ 108 – white chairs (4 carts / 27 chairs each) | ▪ Serving window w/rolling divider |
| ▪ 2 Warming Range/Ovens | ▪ Restrooms |
| ▪ 1 Refrigerator (w/small freezer) | ▪ Cleaning supplies |
| ▪ Kitchen Sink | ▪ Parking |

DEMENSIONS

- Event Room – 30 x 52
- Maximum Occupancy 104

SOUND & VIDEO SYSTEM

- Available projection of audio, video & microphone
- Internet is not available on site

*3% Credit card fee will apply and is non-refundable.



Trolley Station Rental Agreement

This agreement is made and effective on _____ (today's date), between the City of Middleton, a municipal corporation of the State of Idaho, (Facility Owner) and _____ (Renter Name). The entire Trolley Station building and it's contents are owned and operated by the City of Middleton, and all or a portion of the facility is governed by the Middleton City Code. This fully executed agreement, a paid or waived rental fee(s), a Property Condition Form signed by the Renter, and a City of Middleton Catering Permit Application and copy of the designated Alcohol Server license (if applicable), constitute a complete Trolley Station Rental Agreement. In consideration of the mutual covenants contained in this agreement, the Facility Owner rents the Trolley Station at 310 Cornell Street, Middleton, Idaho to the Renter under the following terms and conditions.

TERMS AND CONDITIONS (Read and Initial / Fill in each section)

Meeting/Event Description. _____

Initial Below:

_____ **Date and Time of Use.** **Date of meeting/event** / / **Time of Use** : **am/pm to** : **am/pm.**
(Full day use must end at Midnight)

Time is of the essence with reference to the time of use, and any extra time for any reason must be approved in writing by the Facility Owner and must be paid for in advance.

_____ **Capacity.** The maximum capacity of the Trolley Station is **104**. The Renter agrees to not cause or allow more than 104 individuals to be in the Trolley Station at one time.

Time is of the essence with reference to the time of use, and any extra time for any reason must be approved in writing by the Facility Owner and must be paid for in advance.

_____ **Alcohol.** _____ **Alcohol will be served** _____ **Alcohol will not be served** (choose one)

Alcohol served at the Trolley Station must be served by an Idaho licensed alcohol server, and a copy of the server's license shall be attached to this application. If alcohol will be served at the Trolley Station, the Renter agrees to comply with the laws of the State of Idaho when using and serving alcohol. The Renter shall complete and return to the Facility Owner the City of Middleton Catering Permit Application at least five (5) calendar days prior to the event/activity (Send copy of Catering Permit to Idaho State Police and the Middleton Police Department).

_____ **Non-Smoking Facility.** Smoking, vaping and use of e-cigarettes are prohibited in the Trolley Station and city-owned parks. Designated smoking areas outside but near Trolley Station are clearly marked. The Renter agrees the use of smoking, vaping and e-cigarettes will only be engaged in within city-designated smoking areas.

_____ **Decorations.** The Renter agrees to hang decorations only using the hooks previously installed by the Facility Owner. No permanent anchoring devises, adhesives, or any other material may be used that may damage building walls or structure.

_____ **Prohibited.** The Facility Owner and the Renter agree that the following or similar uses and items are strictly prohibited because of damage that could result: open flames, use of gasoline, fuels, oil lanterns or electrical equipment engines, motors or machinery, candles, glitter, confetti, straw, rice, birdseed, hay, drinks with red or purple dye, duct tape, fastening decorations to or hanging decorations on the projector, screen, light or fan fixtures, wood paneling, cabinets, doors, walls, or windows; denting, creating a hole, installing a hook, fastener, or inserting thumb tacks of any kind into the facility's walls, ceiling, or woodwork; or scarring or marking a window sill. The Renter agrees to pay to repair damage the Renter or Renter's representative, agent, guest, or visitor causes or allows.

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_____ **Noise.** Public disturbance by loud or offensive noise is prohibited.

Please see City Code 8-1-5. It shall be unlawful for any person or business to make or cause loud or offensive noise by means of voice, musical instrument, horn, radio, loudspeaker, automobile, machinery, other sound amplifying equipment, or any other means which disturbs the peace, quiet, and comfort of any reasonable person of normal sensitivity residing in the area. "Loud or offensive noise" is that which is plainly audible within any residence or business other than the source of the sound, or upon a public right of way or road at a distance of one hundred feet (100') or more from the source of such sound. This subsection (A)(1) shall only be applicable to noise generated by the normal operation of business establishments during the following times: Sunday through Thursday between the hours of ten (10:00) P.M. one day and seven (7:00) A.M. the next day; Friday, Saturday and Federal Holidays between the hours of twelve (12:00) A.M. one day and seven (7:00) A.M. the same day."

_____ **Fees and Refundable Deposit.** The Renter agrees to pay the Facility Owner the deposit and fee due prior to using the facility and/or equipment. The deposit and fee amounts are set by resolution of the Middleton City Council, and are included on the city's fee schedule. The Renter agrees to clean the facility and equipment, and after the Renter's meeting or event, return possession of the facility and equipment to the Facility Owner in the same condition as when the Renter received it, normal wear and tear excepted. Expenses incurred by the Facility Owner to clean or repair the facility and/or equipment will be deducted from the Renter's deposit. The balance of the deposit, if any, will be returned to the Renter. If the expense to repair or clean the facility and/or equipment incurred by the Facility Owner exceeds the deposit, the Renter agrees to pay the Facility Owner the additional amount.

_____ **Cleaning.** The Trolley Station facility and equipment will be in a clean condition prior to the Renter's meeting or event. Cleaning must be complete by the end of the contract period (see date and times indicated) and **cannot be delayed until the following day.** If the Renter would like to clean the facility the day following the activity or event, then that day needs to be included in the date and time of use, and the appropriate fee paid. The Renter agrees to deliver the Trolley Station to the Facility Owner in as good condition as at the beginning of this agreement, including cleaning the facility and collecting, bagging and removing trash from the facility after the Renter's activity or event and placing it in the garbage receptacles provided outside. The Renter agrees to pay the costs of cleaning or repairing any damage to fixtures, furniture or furnishings, walls, windows, ceiling, doors, flooring, kitchen, bathrooms, or electrical equipment caused by any act of the Renter or the Renter's employees, agents or anyone visiting the Trolley Station during the Renter's date and time of use. The Facility Owner and the Renter agree that the determination of whether the facility and equipment are clean or damaged is in the sole discretion of the Facility Owner.

_____ **Facility.** The Facility Owner at a large expense remodeled Trolley Station in 2015-2016 into an event center for Middleton with an elegant environment, audio/video projection system and screen, warming kitchen, restrooms, a drinking fountain, and light-weight tables and chairs. The Facility Owner and the Renter will inspect the facility and review the attached Property Condition Form identifying the condition of the facility and equipment prior to the event in person.

The Renter must contact City Hall the Monday prior to the event to schedule a site walk through. This may be scheduled Monday through Thursday from 9am -3pm (except when federal holidays occur) The Renter must provide the city a completed and signed Trolley Station Rental Agreement prior to occupying or using the facility, as well as pay in full the rental and deposit fees.

The facility and equipment are available for use on a first-come, first-served basis unless previously reserved by calling 208-585-3133 or visiting City Hall. The Facility Owner may enter the Trolley Station at any time to inspect the facility and/or equipment if the Facility Owner suspects the terms and conditions of this agreement are being violated. An individual may be removed or this agreement terminated by the Facility Owner if the individual refuses to comply with the Middleton City Code or the terms and conditions of this agreement. The Facility Owner may decline to rent the facility to anyone who in the past has not complied with Middleton City Code or the terms and conditions of their agreement with the city.

_____ **Utilities, Kitchen, and Restrooms.** Use of the utilities, kitchen and restrooms is included in the fee to rent the Trolley Station. The kitchen is only for keeping food warm, final food presentation, serving and bussing. The kitchen does not contain dishes, glassware,

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knives, utensils, pots, or pans. The Renter agrees to not prepare or cook food in the kitchen.

_____ **Access.** The sidewalks, doorways, and halls providing access to the facility are only for loading/unloading items for an activity or event, and for individual ingress/egress. Obstructing sidewalks, doorways, and halls is prohibited. The Renter agrees to not cover or obstruct windows in the facility, including light fixtures, without prior written consent from the Facility Owner.

_____ **Safe and Legal Use.** The Renter agrees to comply with all applicable local, state and federal laws, and use the facility and equipment in a safe manner.

_____ **Liability.** The Renter acknowledges the risk of large gatherings of people at one location and hereby assumes the risk of loss associated with renting the Trolley Station. The Renter releases and agrees to hold harmless the Facility Owner and its officers, agents, employees and representatives, from any claim, demand, loss, cost or damage that may arise in connection with the Renter's rental of Trolley Station. The Facility Owner does not represent or warranty that the property is fit for any particular purpose and does not assume any liability or responsibility for any personal property placed in the Trolley Station during the Renter's date and time of use.

_____ **Abandoned Property.** The Renter and Facility Owner agree that the Facility Owner has the sole right to the custody of any personal property remaining at the facility after the Renter's activity/event is over, and the property is deemed abandoned and becomes property of the Facility Owner after five business days following the date of Renter's use of the facility.

_____ **Assignment or Subletting Prohibited.** Neither party may assign this rental agreement or sublet all or a portion of the facility without the prior written consent of the Facility Owner.

_____ **Impossibility.** The Renter releases and waives any claim against the Facility Owner for any loss or damage due to any defect of the water, sewer, drainage, heating, electrical, ventilation, or refrigeration system in, at, or connected to the facility that occurs while in connection with Renter's activity or event. If any part of one or more of these systems fails or is damaged by natural causes, fire, strikes, failure of utilities, or Act of God which, in the sole discretion of the Facility Owner, renders the fulfillment of this rental agreement by the Facility Owner impossible, then the Renter releases Facility Owner, its officers, representatives, agents, and employees from any demand or claim for loss or damage arising from any of these causes.

_____ **Applicable Law.** This agreement shall be governed according to the laws of the State of Idaho.

_____ **Binding Agreement.** This agreement is binding on the parties and their respective heirs, executors, administrators, personal representatives, successors and assigns.

FACILITY OWNER, City of Middleton:

RENTER:

Signature _____

Signature _____

Printed Name _____

Printed Name _____

After Hours City Contact Number for Emergencies or Facility Questions: 208-921-0029



TROLLEY STATION RENTAL AGREEMENT APPLICATION

SECTION 1 – APPLICANT INFORMATION

Applicant:		
Address:	City:	Zip:
Phone/Mobile:	Email Address:	
Alternate Contact:	Phone/Mobile:	

SECTION 2 – TROLLEY STATION SITE INFORMATION

Address: 310 Cornell Street	City: Middleton	Zip: 83644
Main Phone: 208-585-3133		
Email: citmid@middletoncity.org		
After-hours Emergency Contact: Public Works	Phone/Mobile: 208-921-0029	

SECTION 3 – REQUIRED DOCUMENTATION

	Copy of Driver's License
	Alcohol Beverage Catering Permit Application (if applicable)
	Catering Permit Application (if applicable)

SECTION 4 – Brief Description of Event:

SECTION 5 – FEES & CHECK-IN PROCESS

1. Rental Fee is due at the time of application to reserve the site for specified date(s).
2. The deposit is due at check-in time prior to the event date.
3. Check-In Process:
 - a) Contact City Hall the Monday (or first business day of the week if holiday occurs) prior to the event to schedule a walk through and to pick up the access key. Scheduled walk-throughs are scheduled Monday through Thursday, 9am -3pm only. *
*Allow 20 minutes to conduct a walkthrough of the Trolley Station, complete a walk-through checklist and obtain key (must bring driver's license)

I understand that my signature signifies my commitment to the accuracy and completeness of the information provided, and my compliance with all applicable regulations and requirements pertaining to renting the Trolley Station.

Applicant Signature	Applicant Name (Print)	Date

OFFICE USE ONLY

Rental Fee:
 Paid: \$ _____ (tax included) Date: _____ Receipt # _____ Payment Type: _____

-See Trolley Check List to conduct walk-through