

**RENTAL CONTRACT FOR**  
**The Historic Train Depot**  
**60 East Broad Street, Newnan, GA 30263**

**McRitchie-Hollis Museum**  
**74 Jackson Street, Newnan, GA 30263**

**Office phone: 770-251-0207**  
**Events Cell: 678-773-4072**  
**rentals@newnancowetahistoricalsociety.com**  
**PayPal to: NCHSEvents@gmail.com**

**Event and Renter Details**

Event Date: \_\_\_\_\_

Event:

Location:

Contact Name:

Contact Email:

Cell:

Office:

Address of Renter/User:

The contract will serve as an agreement between the Rental Party:

(hereafter referred to as the "user") and the Newnan-Coweta Historical Society, (hereafter referred to as "NCHS"), which owns and operates the Historic Train Depot, and The McRitchie-Hollis Museum. At the Historic Train Depot OR the McRitchie Hollis Museum, (circle the venue) the user will be hosting an event for approximately \_\_\_\_\_ guests on:

The rental term is for \_\_\_\_\_ day(s)

Or \_\_\_\_\_ hours with a fee of:

To secure the desired date and have it held, the Renter must make a 50% deposit of the rental fee, sign this contract, and make sure the NCHS receives them (mail goes to PO Box 1001, Newnan, GA 30264). We accept cash, check and credit cards, and our PayPal account is NCHSEvents@gmail.com. The refundable damage deposit of \$400.00 can only be by check. Balance is due one month prior to event.

**Depot Rentals:** Unless specified otherwise, the rental term is scheduled to begin at 9am the day of the event and the rental time is over at midnight, the same day. All events must end by midnight and guests, vendors and renters must be off of the property. If there is not an event the day before your event, you can request an early move in date and we will release the key to you,

**McRitchie-Hollis Rentals:** We have two different rental rates for McRitchie-Hollis - one for smaller parties that are just indoors, (such as private dining, wine tastings, Bridal or Baby Showers). Limited to 50 people. We have an additional rate fee for larger groups utilizing the whole property. Because we are open to the public for tours, Tuesday through Saturday from 10am til 3pm, set up during these days needs to begin after 3pm. Your specific contract details for your McRitchie-Hollis event are handwritten below:

**FOR OFFICE USE:**

Received First Payment on: \_\_\_\_\_ Amount: \_\_\_\_\_  
check - cash - credit  
Name on Account: \_\_\_\_\_

Received Second Payment on: \_\_\_\_\_ Amount: \_\_\_\_\_  
check - cash - credit  
Name on Account: \_\_\_\_\_

Received Damage Deposit on: \_\_\_\_\_ Amount: \_\_\_\_\_

Received Alcohol Permit on: \_\_\_\_\_

Other contacts names and cell numbers.

Vendors and other details:

**Usage:** Rental of the Depot includes approximately 100 chairs (of various kinds), 23 tables - (5qty 60" rounds, 8qty 8' rectangular and 11qty 6' rectangular), one moveable mantle piece, bulletin board, and two wooden beverage bars. All items must be returned to their original location.

Rentals of 50 people or less of the McRitchie-Hollis Museum includes usage of the dining room, and breakfast room tables with 16 chairs between the rooms, and 3 six foot tables. Inside food service is limited to areas with hardwood floors.

All food, beverage, utensils and decorations must be removed from the refrigerators, food warmers, sinks etc, before the end of the rental date. All trash is to be removed at the end of the event and after the vendor/User load out. No trash may be left in the Venues overnight. If there is more trash than the city disposal carts will contain, renters are required to take excess trash with them. Any trash left on the premises will require a deduction from the damage deposit.

The renter, or its agent, is responsible for **cleaning up** rented venues prior to the end of their rental time. NCHS staff will conduct a walk-through inspection the day after the rental date. If the venue is found to be in an unclean or damaged state, the User may forfeit a portion or all of their security deposit. Renter will be notified before any damage deposit check is cashed. **NO SMOKING** inside either venue. Smoking is permitted outside the Depot at the front of the building, close to the parking lot. Renter must dispose of all cigarette butts.

**Decorations:** All decorations or signage must be freestanding or temporary and removable. Decorations may not be placed, affixed or adhered to any existing paintings, wall hangings, signs, cases, or displays that comprise the temporary or permanent exhibits. **Only VOTIVE candles or flameless candles may be used. No fireworks or sparklers on premises.** No confetti on premises.

**Photography:** The Renter may photograph their event at either location. The Renter agrees that NCHS staff may photograph the Renter's event setup and actual event to use for promotional materials, including but not limited to, printed and online brochures, social media and website. The NCHS agrees to not reveal or disclose event details, the day of the renters event, or the time the photographs are taken without expressed consent from the Renter.

**Alcoholic Beverage Service:** If the renter plans to serve alcohol beverages to their guests, a permit from the city of Newnan will be obtained for \$50.00. Here is the direct link if you are doing this online: <https://newnanga.seamlessdocs.com/f/specialeventpermit> Otherwise the steps to getting a permit online are: go to <http://www.cityofnewnan.org>. click on "I Want to" at upper right Then at far right, go to "View Online Forms". Then, scroll to the bottom of the next page to "Special Events." Click on **Special Event Permit** Do **NOT** click on Special Event Permit with Alcohol - this is for public events. Fill out the form, pay fee and print permit.

**Cancellation Policy:** The NCHS reserves the right to cancel an event (with full refund of the rental fee) if the cancellation is due to a cause beyond the control of the NCHS. The NCHS will not be responsible for refunding deposits made to any outside vendor for event services. The NCHS reserves the right cancel an event if there is a violation or misrepresentation by the Renter. **If the Renter cancels the event for any reason, \$400 of the deposit will be retained by NCHS and not refunded. If the Renter cancels within 45 days of the event, the entire deposit will be retained.**

**Other Provisions:** The Renter will make sure to have worker's compensation and liability insurance, along with current certification by the Health Department for any caterer. Although it is not required, it is the responsibility of the Renter to secure liability insurance for the event. The NCHS is not responsible for injury or loss to any guest, vendor, or participant of the event booked with the contract. Failure to secure liability insurance does not constitute a transfer of liability to the NCHS. The Renter further indemnifies and holds harmless for any and all liability, claims, or the defense of such claims arising out of the Renters event and the use of the facility.

**Payment:** The date will be held for the Renter upon receipt of 50% of the rental fee, signed contract and \$400 Damage deposit. Balance of the rental fee is due 30 days prior to the event. Failure to submit full payment on time may void this agreement and the date will be subject to re-booking by another interested party with refund of the damage deposit only, unless previous agreements have been made in writing, with the NCHS.

**Damages:** Any services billed for damages after the event must be paid within 30 days of invoice receipt. If the Renter fails to pay any amount of this bill within 30 days of receipt of notice, the Renter will pay the NCHS, in addition to the outstanding balance owed, a late charge equal to 2% of the amount outstanding, including and without limitation to court costs, filing fees and attorney fees. Failure to pay within the 30 day period also void and cancel any future events booked.

**Addendum:** The parties hereto acknowledge that event details are subject to change between the date of this agreement and the date of the event. This agreement may only be changed in writing signed by each party or an authorized representative of each party. The Renter is fully responsible for any loss of equipment or damage to the NCHS's premises caused by itself, its agents or its guests. The Renter agrees to pay for any such loss or damage. The Renter also agrees to hold the NCHS harmless for any damage, loss or injury to the Renter's property, its agents or its guests. The NCHS is not responsible for any lost or stolen equipment or any other property belonging to the Caterer, other vendors or Renter.

In the event of a dispute, Renter agrees to reimburse the NCHS for any expenses, including reasonable attorney fees, incurred in connection with enforcing this agreement when the Renter is not the prevailing party. Renter warrants and represents that the undersigned is an authorized agent of behalf of the Renter and further assumes all responsibility for any liabilities incurred by the undersigned in the name of the Renter. NCHS reserves the right to enter the Depot during the rental engagement for the purpose of giving a brief tour to prospective renters. NCHS will inform current renter of time the Depot will be accessed, and such access will not be during the event.

Print Name of Group/Individual:

Print Name:

Signature:

NCHS Representative:

Date:



## Rental Rates for Our Venues

	Saturdays	Friday's & Sunday's	Weekday	Two day Weekend*	Three day Weekend
<b>Train Depot</b>	\$1,500	\$1000	\$500	\$2,000	\$2500
<b>McRitchie-Hollis Inside only, 50 pple</b>	\$500	\$500	\$500	N/A	N/A
<b>McRitchie-Hollis Entire property</b>	\$1,500	\$1,500	\$1,500	N/A	N/A

Unless otherwise arranged, the rental period for the **Depot** starts at 9am and extends til midnight, the day of the event. \* A "Two day Weekend" is either a Friday/ Saturday or a Saturday/Sunday. **The McRitchie-Hollis Museum** gives tours on Tuesdays through Saturday's and starts their last tour at 3pm. Inside events are limited to 50 people and can not begin set-up on tour days until around 3pm. For larger events which are using the house and grounds, set-up time can be arranged earlier with an NCHS representative.

Both the McRitchie-Hollis Museum and the Depot Kitchen equipment available for your usage is a sink and refrigerator, ice machine, and warming ovens holding about 10 pans. We provide no linen, glassware, plates, cutlery, etc. Here is a wonderful resource for you: <https://www.linentablecloth.com> Or <https://tableclothsfactory.com/>. <https://www.efavormart.com>

### McR-H Seating and Tables :

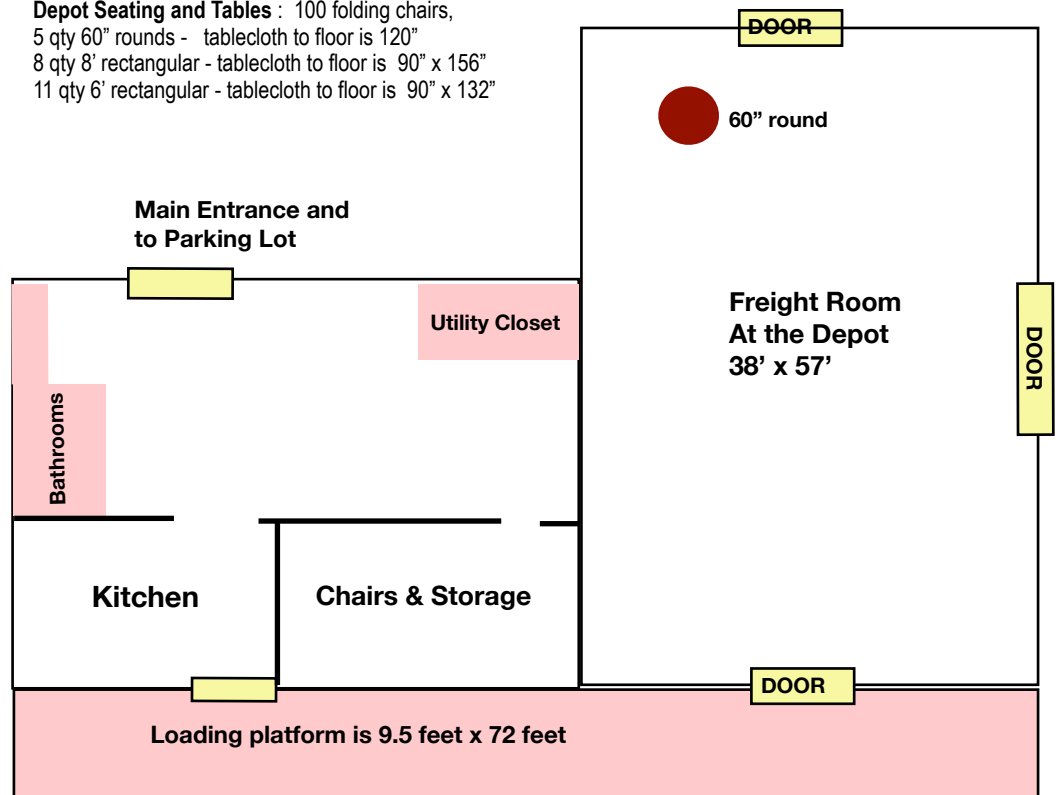
Dining room seating for 10 and  
Breakfast room seating for 6 or 10 with leaf.  
Felt covers for these wooden tables provided.  
3 quantity 6 foot tables

#### Tablecloth suggestions:

- Breakfast room w/out leaf is a 60" round so tablecloth to floor is 120".
- Breakfast Room table *with leaf* seating 10 would need a 70" x 120" cloth
- 3 qty 6' rectangular - tablecloth to floor is 90" x 132".
- Dining room table, would be fine with a 60" X 126"

If renting 48" rounds for foyer seating, - tablecloth to the floor is 108"

**Depot Seating and Tables :** 100 folding chairs,  
5 qty 60" rounds - tablecloth to floor is 120"  
8 qty 8' rectangular - tablecloth to floor is 90" x 156"  
11 qty 6' rectangular - tablecloth to floor is 90" x 132"

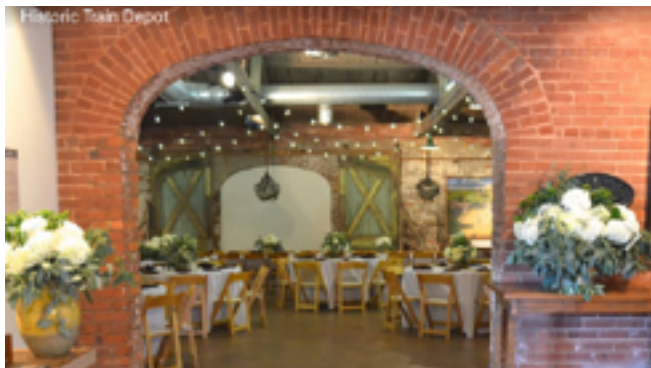




The Newnan-Coweta Historical Society was founded in 1972 by several concerned residents of Downtown Newnan who wanted to protect the charm of their streets and community. Newnan actually has four historic districts - Greenville-Lagrange, College-Temple, Coletown, and Platinum Point. Today the Society has paid staff, volunteers, devoted members and vibrant programming and exhibits. We have been entrusted by the City of Newnan to take care of the Historic Train Depot and The McRitchie-Hollis Museum. We feel it is important for citizens and out-of-towners to enjoy these properties for the gracious entertaining they can provide, and for the educational and historical content they showcase. Both of our venues are located just off the Court Square.

## HISTORIC TRAIN DEPOT

Built in the 1850s, the Depot features beautiful exposed brick walls, open beam ceilings, covered patio space and two wide lawns. There are two bathrooms, and a catering kitchen with warming oven, sink, ice machine, and countertop space. The main room, known as the Freight Room, is 38' x 57' (2100 square feet) and can accommodate 150 for dining and dancing. Guests enjoy the venue's rustic charm and presentation of Civil War history. There is space for outdoor events as well. There is plenty of paved parking. View more photos at the facebook page - [Newnan-Coweta Historical Society Venues](#).



## MCRITCHIE-HOLLIS MUSEUM

Built in 1937 and fully restored in 2012, the McRitchie-Hollis Museum is a stunning venue featuring a sweeping front staircase with a gorgeous handpainted mural, beautiful crystal chandeliers, gracious rooms and abundant architectural detail throughout. The charming side garden and gazebo area are perfect for a romantic garden wedding. Indoor events are limited to 50 people and can take place after 3pm on Tour days, Tuesday-Saturday. Sundays are available as well and are a perfect time for a Bridal or Baby Shower. Outdoor events can accommodate 200. Same Catering Kitchen accommodations as the Depot and there is plenty of paved parking. View more photos at the Facebook page [Newnan-Coweta Historical Society Venues](#).





## VENDORS AND LODGING

### Tent Equipment and Rentals

Affairs to Remember, 770-229-8588; [atrweddings.com](http://atrweddings.com)  
Alston Event Rental, 770-683-2369; [alstoneeventrentals.com](http://alstoneeventrentals.com)  
Classic Canopies, 770-631-1058; [classiccanopies.com](http://classiccanopies.com)  
Coweta Equipment Rental, 770-251-0598; [cowetarental.net](http://cowetarental.net)  
PrimeTime Eventz, 404-721-3893; [primetimeeventz.com](http://primetimeeventz.com)  
Vintage Vignette, 678-850-1964; FB TheVintageVignette  
Clear Chair Atlanta - ghost chairs - 678-667-8887

### Caterers

Contemporary Catering, 770-254-0117; [ccgeorgia.com](http://ccgeorgia.com)  
Life of the South Catering, 229-561-4415  
Oink Joint, 770-755-7999. FB: TheOinkJointNewnan  
Publix Aprons, 770-502-0686; [publix.com](http://publix.com)  
Simply Catering, 770-830-8901; [simplycatering.org](http://simplycatering.org)

### Cakes

Beautifully Baked by Bonne; [beautifullybakedbybonne.com](http://beautifullybakedbybonne.com)  
Bolton's Bakery, 678-673-6680, [boltonsbakery.com](http://boltonsbakery.com)  
Publix, 770-502-0686

### Bar and Alcohol

Epiphany Bartending Services, 678-499-3740;  
[nana4sweets@gmail.com](mailto:nana4sweets@gmail.com)  
Francis Yarbrough, 770-304-9416  
GII Enterprises, 678-876-4761

### Florist

Murphy Florist, 770-253-5425; [murphyflorist.com](http://murphyflorist.com)  
Forage and Flower, 770-683-3881; [forageandflower.com](http://forageandflower.com)  
Occasions by Essex House, Louise Howard, 770-265-1685

### Music

Bagpipes, 678-340-2527  
DJ Eric Patterson, 678-378-8252; [erok.groovestain@gmail.com](mailto:erok.groovestain@gmail.com)  
[eastcoastentertainment.com](http://eastcoastentertainment.com)  
Musicology, 770-252-7900; [musicologynewnan.com](http://musicologynewnan.com)  
New Vision Entertainment Services, 770-896-2375

### Photography

Aaron Heidman, 678-621-3989 [zoomcatweddings.com](http://zoomcatweddings.com)  
Casey Green Photography, FB: CaseyGreenPhoto  
Frye+LaMarca, 404-816-9971; [fryelamarca.com](http://fryelamarca.com)  
NewTech Photo, 404-816-9971, [newtechphotography.com](http://newtechphotography.com)

### Lighting

Murphy Event Lighting, 404-819-4853, [hutchmurphy@gmail.com](mailto:hutchmurphy@gmail.com)

### Wedding Coordination and Event Planning

Occasions by Essex House, Louise Howard, 770-265-1685  
The Vintage Vignette, Sherri Obrien, 678-850-1964  
FB- TheVintageVignette  
Tiffany Lewis, 404-783-3305; [atleventsbytll@gmail.com](mailto:atleventsbytll@gmail.com)  
Affairs to Remember, 770-229-8588; [atrweddings.com](http://atrweddings.com)

### Wedding Makeup, Hair and Spa

Emily's Skin care and Spa, 770-229-8588  
Plumyumi DaySpa, 770-632-1212; [plumyumidayspa.com](http://plumyumidayspa.com)  
The Parlor Downtown, 678-571-7076, FB: TheParlorDowntownBoutique

### Lodging In Newnan

Hampton Inn, 770-253-9922  
Mariott SpringHill Suites, 770-254-8900  
Marriott Towne Place Suites, 770-400-8810  
Historic Banning Mills, Whitesville, GA 770-834-9149,

### Air BnB

The Front Porch, sleeps 10  
Panoply Place, on the Square

### Facebook Pages-

[Newnan-Coweta Historical Society Venues.](#) -  
[NCHS Events - Share and Sell](#)  
Please feel free to post photos as well.





## VENUE CHECK-IN AND CLEAN UP

### Contact Information:

Newnan -Coweta Historical Society offices at The McRitchie Hollis Museum  
74 Jackson Street, Newnan, GA 30263  
770-251-0207.  
Or call Mallory Perry who handles Events at 678-773-4072

### Check-in at the Depot:

- Make arrangements for pick up and return the key at NCHS offices.
- Upon arrival, notify NCHS office staff of any issue with the venue.
- Reminder - candles MUST be in votive cups
- Wall displays may *not* be removed, pins and tape can not be used on frames.
- You can not move the large lathe at the entrance to the freight room, but other standing displays may be moved and put in the storage room.
- Thermostats are set at 68 degrees for heat and 73 for AC. Do not change. If there are problems, please call Mallory at 678-773-4072
- No garbage left in venue overnight or on grounds, must be trash carts provided on the other side of the parking lot or packed out after the event/
- City noise ordinance goes into effect at 11pm; all guests gone by midnight.
- Copy of the City of Newnan Special Event license must be provided to NCHS and posted in kitchen for event.
- Alcoholic beverages must stay under the roof.
- Private Event sign posted, (optional)
- No parking or driving on grass.

The Rules at McRitchie Hollis are basically the same as above, however, there is always staff on site should you have any questions. No Furniture or exhibits may be moved.

### Clean up Rules for both facilities:

- Wipe down bars, tables and kitchen counters and sink.
- Remove all decorations and personal items.
- Fold and stack tables and chairs per diagram, in storage rooms.
- Return furniture to original locations.
- Return displays to original locations.
- Pick up trash on grounds and loading platform
- Sweep floors of loose debris
- Empty trash cans into carts on lot or remove excess trash from the premises.
- Lock all exterior doors - and then notify the designated staff contact by text that all doors are securely locked so that alarm may be set.
- Report any Broken or damaged items to NCHS staff promptly.
- NCHS staff will examine facility and shred or return deposit check the week after the event if no damage found.