



**MAIN STREET STATION
STATION RENTAL INFORMATION
FACILITY USE TERMS AND CONDITIONS**

Terms and Conditions of Use

Main Street Station is a registered National Historic Landmark. Planned events should be in keeping with the nature of such a historic property. The Station was restored to reflect its original early 1900's grandeur. We want to preserve the beauty and historical value of this property that makes it a one of a kind venue for your special event. We ask that you please respect all of the areas of the Station, inside and out. The following rules and conditions are designed to keep the Station beautiful and safe for you, our guests and passengers.

Reservations:

Reservations are made when a License Agreement is signed with the RMA and payment of all fees is made in full. Payment can be made by check, Visa, or MasterCard. Checks should be made payable to Richmond Metropolitan Authority. The licensee will have 14 days from verbal confirmation to finalize their reservation.

A specific date may be held tentatively for up to 30 days. If another party is interested in making a reservation on that date notice will be given to the party holding the date by phone or email and a reservation must be made in 48 hours or the date will be considered open.

Reservations must be cancelled in writing. A minimum of 30 days notice must be given to receive a refund of fees.

Please make reservations a minimum of 30 days in advance.

Trains:

Main Street Station is an operating train station. If train arrivals occur during the time of your event, Amtrak passengers will have user rights to the elevator, stairs, restrooms and pay phones and cannot be denied entry to those areas.

Train Arrivals:	Daily	10:12 am	5:30 pm
	Monday – Friday	10:27 am	5:12 pm
	Friday		8:37 pm
	Saturday & Sunday	10:17 am	7:37 pm

*These are scheduled arrival times and may not be actual arrival times.

Capacity:

Cocktail receptions may be booked for up to 200 people. Seated events may be booked for up to 100.

Facility Use Times:

The time stated in the License Agreement is the time in which the licensee and their guests will have use of the space. In addition to the time of the event, fees include two hours prior to the event for vendors to set up and one hour after the event for clean up. Please be sure that all parties understand exactly what hours are permitted for use. Event time ends when the licensee or their last guest leaves. Any event overtime will be held from the damage deposit at a rate of \$290.00 per hour. For events requiring more than the allotted time for set up and clean up, there will be a charge of \$250.00 per hour.

Bartenders should make last call ½ hour prior and entertainment should stop 15 minutes prior to the end time of the event as stated on the License Agreement.

If the bride and groom wish to have any photographs taken in the Station prior to the event start time, it must be scheduled with the Station's event coordinator.

No changes may be made to the event time less than 30 days prior to the event.

Space and Furnishings Available for Use:

See Exhibit A for space included in rental. Use of the first floor is limited and must be approved by the event coordinator. The Loggia (balcony) is available for use weather permitting. There is no smoking permitted on the Loggia or in Main Street Station.

There are no areas available for use as a dressing room or as storage for personal items.

The existing tables and chairs in the Station are available for use during events. This includes ten 36" round marble top tables and ten 28" round marble top tables. Four of the 28" tables are located inside and six are located on the Loggia. The six small tables on the Loggia may be moved inside. No additional tables may be put on the Loggia. There are also six 6' and one 8' rectangular banquet tables and 40 black L-shaped plastic stacking chairs with chrome legs in storage and available for use.

Use of the upholstered furniture in the small side rooms is not appropriate for food and beverage. This furniture may be stored in an available area on the second floor. The licensee or caterer must provide a clean cover for this furniture while in storage.

The licensee is responsible for the rental of any additional furniture from the vendor of their choice. All vendors must adhere to the Facility Use Terms and Conditions.

Any furniture to be moved or set up prior to the event is the responsibility of the licensee. Furniture being moved MUST BE LIFTED AND CARRIED to prevent damage to floors. Main Street Station will replace the furniture belonging to the Station after the event, except for the banquet tables and stacking chairs, which should be wiped down and placed back in storage by the licensee.

The display cases on the first and second floor are not moveable and should not be tampered with in any way. No items are permitted to be set atop the cases.

No signs, public art or exhibition items may be removed or tampered with in any way.

Main Street Station reserves the right to set up temporary barricades to ensure clear pathways for train passengers to enter and exit the building.

Decorations:

All flowers and decorations must be placed on tables or be freestanding. No tape or adhesive of any kind is allowed on any surface of the Station, including, but not limited to, floors, walls, and columns.

Any signs, posters or photographs displayed during events must be freestanding; they may not be attached to or propped against any surface of the Station.

No candles or helium balloons are permitted.

It is the licensee's responsibility to have all decorations and items not belonging to the Station removed within one hour of the end of the event. If items are not removed, additional custodial fees will be held from the licensee's deposit to remove the decorations from the public space. The RMA and City of Richmond will not be responsible for the security of any items not removed after an event.

Entertainment:

Any entertainment other than DJs must be pre-approved by the Station's event coordinator. All entertainment vendors must abide by the Facility Use Terms and Conditions. The RMA reserves the right to request that the volume level of music be lowered.

Electronics:

There are several duplex outlets in the waiting room (See Exhibit A). There is one 50 amp circuit available for use. Any cords running across the floor must be covered with non-adhesive cord protectors or rugs to prevent tripping hazards. (These are not provided by Main Street Station.) No tape or adhesive of any kind is allowed on any surface of the Station, including floors.

There is no AV equipment available for use at Main Street Station. AV equipment may be brought in by the licensee or the vendor of their choice. All vendors must adhere to the Facility Use Terms and Conditions.

Lighting:

Chandeliers and wall fixtures in the second floor waiting room, Old Dining Room and Old Retiring Room can be dimmed prior to the event upon request. For the safety of our guests and staff, they will only be reduced to a 50% level. Recessed ceiling lights cannot be dimmed.

Deliveries:

Deliveries may not be made prior to the day of the event. All deliveries must be scheduled with the Station's event coordinator. The RMA, its employees and contracted employees will not be responsible for the delivery acceptance of any items. There is a freight elevator at the loading dock available to transport items to the second floor.

Set up cannot begin more than two hours before the event unless otherwise arranged with the Station's event coordinator.

Any items brought in for use during the event must be lifted and carried across the floors, unless moved on a cart with rubber wheels.

All items not belonging to the Station must be removed within one hour of the end of the event, including delivery pick-ups, unless special arrangements are made with the Station's event coordinator. If no special arrangements have been made and delivery items are not picked up within one hour after the event, a storage fee of \$100.00 per day will be held from the licensee's deposit. The RMA and City of Richmond will not be responsible for the security of any items not removed within one hour after the end of the event.

Cleaning:

Custodial staff is not provided during events. The custodial fee covers cleaning of the restrooms and floors after the event. Any trash must be removed by the caterer and taken to the designated trash area beside the loading dock.

The licensee is responsible for ensuring the removal any items not belonging to the Station within one hour of the end of the event. There will be additional fees held from the damage deposit if there is any damage to Station property or excessive mess.

Appearance of the Station:

The RMA and City of Richmond take every step to ensure that the building and surrounding property is in the best condition possible, however, we do not make any guarantees regarding the appearance of the Station.

Security:

Security is required for every event. There is a four hour minimum guarantee for each security guard. Security may only be provided by the RMA. Security staff is scheduled only for the hours of the event and are responsible for monitoring the security of the facility and premises.

Catering:

All food and beverages must be provided by a licensed caterer. Only Caterers who are licensed to do business as a caterer in the City of Richmond and State of Virginia and who meet our insurance requirements are permitted to cater at Main Street Station. The caterer must sign a license agreement with the RMA and provide current copies of their license issued by the Virginia Department of Health and ABC license (if applicable) a minimum of 30 days prior to the event. The caterer must also provide proof of required insurance as stated in the "Insurance Requirements" section a minimum of 30 days prior to the event.

There is no kitchen or cooking facilities in Main Street Station. No propane or butane is permitted in the Station. Hot boxes, sterno and electric burners may be used for warming. No cooking or food preparation is permitted in the Station.

For your guests' safety and to prevent damage to the floors, we prefer that glassware not be used at the Station. Use of glass must be pre-approved and will be decided on a case-by-case basis at the discretion of the Station's event coordinator.

We do not provide custodial staff during the event. Caterers are responsible for immediately cleaning up any breaks, spills or messes during the time of the event. Caterers are also responsible for emptying any full trash cans during the time of the event, and removing trash to the designated area outside the loading dock.

Deliveries may not be made prior to the day of the event. All deliveries must be scheduled with the Station's event coordinator. The RMA, its employees and contracted employees will not be responsible for the delivery acceptance of any items.

Any items brought in for use during the event must be lifted and carried across the floors, unless moved on a cart with rubber wheels.

All items must be removed within one hour of the end of the event.

A scheduled on-site visit with the licensee, caterer and the Station's event coordinator is required a minimum of 45 days prior to the event. A detailed, finalized floor plan must be submitted to the Station's event coordinator for approval a minimum of 30 days before the event. Any changes to the submitted floor plan must be approved by the Station's event coordinator.

The caterer agrees to defend, indemnify and hold harmless the Richmond Metropolitan Authority, the City of Richmond and Amtrak from and against all claims, demands, actions, causes of actions, penalties, judgments, and liabilities of every kind and description (including court costs and attorney's fees) for injury to and death of third persons and damage to and loss of property which are caused by, arise from, or grow out of any breach by the Caterer of any condition on any agreement with the Richmond Metropolitan Authority, or from any act or omission of Caterer, its employees, servants, agents or invitees.

Wedding cakes may be provided by someone other than your caterer. All vendors must adhere to the Facility Use Terms and Conditions.

Alcoholic Beverages:

If alcoholic beverages are to be served, the appropriate license must be provided by the licensee or caterer. A copy of the license must be posted at the bar during the event and a copy provided to the Station's Event Coordinator at least 14 days prior to the event. All laws and regulations affiliated with the serving and consumption of alcoholic beverages must be followed and are the responsibility of the license holder. The ABC license holder must provide Liquor Liability insurance as stated in the "Insurance Requirements" section. ABC licenses may be obtained by contacting the Virginia Department of Alcoholic Beverage Control.

The RMA will exercise the right to protect its guests and the property by requiring the removal of any drunk or disorderly guest or any guest exhibiting inappropriate behavior, requiring the removal of anyone consuming alcoholic beverages that is not of legal age, calling law enforcement authorities, and/or terminating the event.

Insurance Requirements:

Each licensee must provide Commercial General Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence and a certificate of insurance evidencing the above naming the City of Richmond, Richmond Metropolitan Authority, Amtrak and any tenant of the Station, and any officer, director or employee of the foregoing as additionally insured and providing that the coverage will not be cancelled, modified or non-renewed without a minimum of forty-five (45) days written notice to the RMA.

Any vendors, such as caterers, who will be on site for the event, shall also furnish a certificate of insurance with the same terms and conditions as described above. If any alcohol is served, the server shall also furnish evidence of Liquor Liability Insurance with limits of not less than \$1,000,000 per occurrence.

The City offers special events insurance coverage. For more information, please contact Evan Chesterman at (804) 646-5617. (If you choose to purchase insurance through the city, this policy will not cover property damage. The cost of any property damage to the station will be the responsibility of the licensee.)

Parking:

Event parking is available at the rates listed below. A parking agreement must be signed and fees paid prior to the event.

100 cars or less - \$100.00 more than 100 cars - \$250.00

Parking for events is provided in the "Permit Only" lot on the west side of the building only (see Exhibit B). Guests may only park in unmarked spaces in that lot. Any guest parking in a reserved space is subject to towing. Guests who park in any other lot will be required to pay the hourly rate. Directions to the lot will be provided with the parking agreement.

Other:

Main Street Station is completely ADA accessible.

Site visits may be made at any time during the hours that the Station is open to the public, unless there is an event scheduled during those hours. The hours in which the Station is open to the public are Monday through Thursday, 9:30 a.m. to 6:00 p.m.; Friday, 9:30 a.m. to 9:00 p.m.; Saturday & Sunday, 9:00 a.m. to 8:30 p.m.

The licensee is responsible for obtaining all necessary city, state and federal permits at the licensee's expense and providing copies to the Station's event coordinator at least 30 days prior to the event.

The RMA and City of Richmond are not responsible for items lost or stolen during an event.

Main Street Station is a non-smoking facility. Smoking is not permitted on the Loggia (balcony). Ash receptacles are provided outside the main entrance.

No animals are permitted in the Station with the exception of service animals for the disabled.

The RMA does not tolerate the possession or use of illegal substances on any part of the premises, inside or out. Law enforcement authorities will be contacted if any person is suspected of or found using illegal substances.

The fireplace in the Old Retiring Room may be used on a seasonal basis.

Bubbles or sparklers may be used upon the bride & grooms departure, but must be confined to the front steps. No items may be thrown or tossed.

Coat check is not provided, but is recommended for events during the cold weather.

The RMA and City of Richmond retain the right to photograph all events, and may use the photographs in marketing materials.

It is the responsibility of the licensee to be familiar with all of the terms and conditions of use and to make sure that all vendors abide by these terms and conditions. Please understand that the licensee is accepting responsibility for the actions of themselves, their guests and vendors and will be held responsible for any damage to the Station and any Station property or excessive clean up caused by any of these parties' actions or lack thereof. The extent of any damage and/or clean up and any related charges will be determined solely by the RMA and is not subject to negotiation. Any cost over the amount of the damage deposit will be billed to the licensee and is payable upon demand.

A list of all vendors must be provided to the Station's event coordinator at least 30 days prior to the event.

Thank you for considering Main Street Station for your special event. Please contact Janet Strath at (804) 523-3328 or janets@the-rma.org or Mary Davis at (804) 523-3329 or maryd@the-rma.org with any questions or to make reservations.