MAIN STREET STATION
STATION RENTAL INFORMATION
RENTAL FEES

1. **An event held on a Friday, Saturday, Sunday, or Holiday** (see holiday dates below).
Use Fee: **$1500.00** (*Four hour maximum use - $375.00 per hour each additional hour*).
(Recognized Holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day).

2. **An event held on Monday through Thursday** (excluding holidays as listed above).
Use Fee: **$750.00** (*Four hour maximum use - $187.50 per hour each additional hour*).

Additional Fees: All Licensees in Category 1 or 2 must pay the following in addition to the Use Fee.
Security - $245.00 (*For four hour event - $46.00 per hour each additional hour*).
(The holidays recognized above, as well as Easter, will be charged overtime rates for security. Those rates are $303.00 for a four hour event and $61.00 for each additional hour).
Cleaning - $150.00
Damage Deposit - $500.00 (This amount will be returned to the lessee by mail after the event provided there is no damage to any Station property or extraordinary cleaning, to be determined solely at the discretion of the RMA.)

3. An event sponsored in whole by the City of Richmond or a department of the City of Richmond, or the RMA, for official government functions and for which there is no admission fee or request for donations:
Use Fee: $250.00 (*Four hour maximum use - $65.00 per hour each additional hour*).

Additional Fees: Category 3 must pay the following in addition to the Use Fee.
Security - **$245.00** (*Four hour maximum use - $46.00 per hour each additional hour*).
(The holidays recognized above will be charged overtime rates for security. Those rates are $303.00 for a four hour event and $61.00 for each additional hour).
Cleaning - **$150.00**

Special Use:
Old Retiring Room –
Use Fee: **$200.00** (*Two hour maximum use - $100.00 per hour each additional hour*).
The maximum occupancy for this room is 30 people, and food and beverages are not permitted.
Damage Deposit - **$100.00** (This amount will be returned to the lessee by mail after the event provided there is no damage to any Station property or extraordinary cleaning, to be determined solely at the discretion of the RMA.)

Formal Photography Sessions - The Station may be used for formal photo sessions Monday through Friday. There is a fee of $100.00 with two hours maximum use. Reservations are required for photo sessions. For any individual already holding an event at the Station, there will be no charge for the two hour photo session. The photographer will be required to sign a Hold Harmless agreement with the RMA.

Rehearsals - Rehearsals for ceremonies held at the Station require advance reservation. There is no charge for the rehearsal. There is a one hour limit on rehearsals, and the times available may be limited due to other events at the Station.

Waiver of Fees:
Requests for waiver of fees will only be considered if the request shows a specific, direct benefit for Main Street Station along with documentation to support the stated direct benefit. Only the Chief Administrative Officer of the City of Richmond may give approval for fee waivers.

Payment:
RMA must receive payment in full of all fees at the time the contract is signed for all categories of events. Payment can be made by check, Visa, or MasterCard. Checks should be made payable to Richmond Metropolitan Authority.