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201 SE Depot Ave.

Gainesville, FL 32601



The Depot Event Space is located inside the Historic Gainesville Depot Building at 201 SE Depot Avenue in downtown Gainesville, Florida. These notable buildings were placed on the US National Register of Historic Places in 1996. The Historic Gainesville Depot is situated within the newly developed Depot Park, and the two buildings house a general store, event space, a bar and a large outdoor garden. The Depot Event Space is a 1,124 square-foot, open-air venue that is leasable for private events.

## Private Event Rental Information and Options

### *Option A*

The Depot Event Space is available for rent from 8am - 10pm (or later) and includes the use of the single event room, tables and chairs on an hourly basis. The space will accommodate up to 60 people for a buffet dinner or up to 80 for a mingle-style reception. At least one staff member is required for the duration of the event. Please see below for current rates.

### *Option B*

The Depot Event Space and Garden is available as a full-day package. This package includes the event room and the gravel garden area below, 3 20'x20' tents, string lighting around the perimeter of the tents, and tables and chairs for up to 150 seated. The outdoor garden will accommodate up to 150 seated guests for a buffet dinner. The package timing is from 10am-12am, with your setup, event, and breakdown timing set at your discretion between those times. At least one staff member is required for the duration of the event. Please see below for current rates.

## Nonprofit Event Rental Information

There is a discounted rental rate for non-profit groups and proof of non-profit status (501 c3) is required. At least one staff member must be present for the duration of the event. Please see below for current rates.

Rental Pricing	Social	Meeting
Private (Option A)	\$75/hour Nonprofit - \$50/hour	\$50/hour Nonprofit - \$25/hour
Private (Option B)	\$1800	
Room Attendant Fee	\$25/hour	\$25/hour
Security& Damage Deposit	\$300	\$300

## Deposit

To confirm the date of your event, a \$300 deposit is required along with a signed Event Agreement. The full \$300 of the deposit is the nonrefundable security deposit and also acts as your damage deposit. The total \$300 will be refunded or applied to your final bill after the event, barring no damages to the facility.

Included in rental rate	
Option A	Option B
(10) 6' rectangular tables	3 20'x20' tents with perimeter string lighting
(2) 8' rectangular tables	(15) 60" round tables
(50) folding chairs	(150) folding chairs
In-house sound and TV hookup	In-house sound and TV hookup (located in the event space)

Extra items available for rent	
Table linens	\$15/linen and up
Cloth napkins	\$2/napkin and up
Small stage	\$150
Small PA ( <i>for speaking engagements only</i> )	\$150

## Catering

*Table linens are required for all catered events*

Onsite catering is provided through The Top Restaurant, and the staff will be glad to help you design the perfect menu for your event. There is a 25% discount on room rental if you choose to have us cater your event! (Discount only available to Option A).

Onsite catering includes biodegradable/compostable plates, wooden cutlery, wire chafing dishes, platters, etc.

Due to state food safety guidelines, we do not allow leftover food to leave the premises.

Outside catering from licensed and insured caterers is acceptable as long as it has been approved in advance. Please contact our staff for more information.

A 20% Service Charge will be applied to all food and beverage.

## Alcohol

Wine and canned beer must be purchased in advance through The Depot Event Space. All alcohol is charged at our retail price rate. There is a \$100 bar set up fee with any alcohol purchase. The \$100 includes the bar setup cups, napkins, garnishes, stirrers and any other necessary supplies; the fee does not include a bartender. A bartender is required to serve alcohol and the rate of pay is \$18/hour for the rental period. No outside alcohol may be brought onto the premises. Legal restrictions regarding underage drinking will be strictly enforced. The Depot Event Space assumes no responsibility or liability for underage drinking and reserves the right to ask an entire party to leave if unlawful activity is observed.

## Trash

For events without any catering or events catered through anything other than The Top, our staff are not responsible for bussing, bagging, and taking out your trash. However, we do offer a \$40 trash takeout fee for these events. This fee makes it so you do not have to bag up full trash bags throughout the event and you do not have to take out trash at the conclusion of the event. However, that fee does not cover bussing trash on tables or cleaning up/throwing away

decor and leftover food at the end of the event. For events that are catered through us, trash takeout is included with no additional charge.

## Setup

Venue access prior to scheduled booking is subject to additional staffing and rental fees and it is subject to venue availability. A date and time for decorating must be predetermined. No tape, staples and other potentially damaging adhesives may be used on the walls.

## Payment

An invoice for the room rental and staffing will be given to the Lessee no later than one week prior to the event. Payment is due in full by the event start time.

## Additional Information

1. Because of the public and historic nature of the Depot Building, any furnishing, seasonal decoration and/or other appurtenances already in place cannot be moved in order to accommodate any Lessee. No fixed part of the building will be disarranged in any manner.
2. The Lessee shall not install any wires of electrical appliances.
3. The use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. All decorations shall be put up without defacing the building and their installation shall be subject to prior approval and subsequent supervision.
4. This is a smoke-free facility; smoking is prohibited, and violators are subject to fine by civil authorities. It is not permissible to light candles or do anything that causes a high concentration of particles (e.g. dust, vapor, smoke, confetti, snow, glitter, sparklers, etc.) to be in the air, as this may activate the fire extinguishing system. In the event this regulation is disregarded and the fire extinguishing system is discharged, the Lessee is liable for the cost of recharging the system.
5. Confetti, glitter, open flames and bubble machines are not permitted.
6. At the agreed upon end time, the Lessee will yield up the leased premises in as good order and repair as upon commencement of the event. If an event extends beyond the time specified in the Rental Agreement, a charge of \$125/fifteen minutes of overage will be assessed for every fifteen minutes past contracted event time limit. These additional fees shall be charged and may be subtracted from the deposit.
7. An overtime rate will be applied per staff member for any event that requires staff to remain onsite for 6 hours or more.
8. All outside rentals must be approved in advance.

9. At the conclusion of the event, the Lessee shall clear the facility of material brought into The Depot Event Space for their event. Items left will be discarded.
10. There must be a minimum of 25 guests for catered events.
11. A 20% service charge will be applied to all food and beverage.
12. A 7% sales tax will be added where applicable.
13. Children of minor age are to be accompanied by an adult while on the Depot Building premises.
14. All vehicles, including catering and event setup, are to use the curbside drop-off area located to the north side of the building on Depot Avenue.

*Prices are subject to change.*