

UNION STATION RENTAL POLICIES AND GUIDELINES

Contact: Community Development Department, Cultural Affairs Division, 601.485.1998

Union Station offers three rentable spaces: Mobile & Ohio Railroad room (1,505 sq. ft.), Alabama & Vicksburg Railroad room (736 sq. ft.), New Orleans & Northeastern Railroad room (755 sq. ft.).

1. To make a conference room reservation, a deposit in the amount of one half of the total rental shall be due and payable at the time the room(s) is reserved and a contract is signed.
Also due at the time of reservation is an insurance contract for the Lessee providing comprehensive general liability and naming the City of Meridian as additional insured. (One Million Certificate of Liability payable to the City of Meridian)
2. The remaining balance must be paid two (2) weeks prior to the event.
3. Daily rates for each room are noted below. All 3 rooms can be rented for a total of \$1,000.
New Orleans and Northeastern Railroad Room, \$500/day
Mobile and Ohio Railroad room, \$300/day
Alabama and Vicksburg Railroad room, \$300/day
4. Rates include a Security Guard; five hours for the event; and four hours prior to start of event for decorating. Please see or call Union Station Manager for further availabilities at 601-485-1998.
5. Caterers are not required to be licensed, and Lessee may employ any caterer of their choice, if so desired.
6. All items brought in by Lessee and any caterers, entertainers, etc. that the Lessee utilizes must be removed or discarded by Lessee at the conclusion of the event. Union Station janitorial will be responsible for cleaning after the event is over.
7. Rental includes a large commercial refrigerator, double sink, cabinet space and stainless-steel tables for work space. Cooking is not permitted on the premises.
8. The back wall scrim serves as a projector screen and dance floor may be available upon request.
9. A room layout indicating all requested items (i.e. number of tables, number of chairs, podium, dance floor, etc.) and identifying the placement of said items is due 2 weeks prior to the event.
10. 60" round tables, 8' rectangular tables, and chairs are provided at no extra cost to the Lessee. If the Lessee desires use of the Lessor's tables, the tables should be covered with appropriate covering, provided by the Lessee.

11. Bands and music are allowed. Security will notify Lessee if there is a need to lower the sound level. We request that Lessee refrain from the usage of objectionable language from music or entertainers.
12. No attachments to ceiling, walls, windows, doors, or chandelier.
13. It is the Lessee's responsibility to comply with any local and/or state laws with regard to the consumption and/or sale of alcohol.
14. Lessee shall not assign, mortgage, or sublet the premises or any privilege.
15. If the event is cancelled, the deposit and/or contract are non-transferable to another party.
16. In the event of cancellation of a contract agreement, no refund will be provided.
17. Capacity will vary based on size/shape of tables, style of set up, or other needs such as space for a band, DJ, dance floor, etc. Below are a few basic examples of set up style with capacity for each room.

Classroom Style (chairs only)

Mobile & Ohio Railroad Room	50
Alabama & Vicksburg Railroad Room	50
New Orleans & NE Railroad Room	150

Lecture Style (8' rectangle tables with chairs)

Mobile & Ohio Railroad Room	8 tables/40 chairs
Alabama & Vicksburg Railroad Room	8 tables/40 chairs
New Orleans & NE Railroad Room	18 tables/90 chairs facing presentation screen up to 130 chairs not facing presentation screen

Banquet Style (60" round tables)

Mobile & Ohio Railroad Room	8 tables/64 chairs
Alabama & Vicksburg Railroad Room	7 tables/56 chairs
New Orleans & NE Railroad Room	14 tables/112 chairs

PLEASE NOTE: The examples above do not include additional tables for food or drink, space for band, dance floor, etc. Any additions would lessen the capacity for each room.