



W 9<sup>TH</sup> STREET  
**STATION 313**

Town of Ferdinand  
2065 Main Street  
Ferdinand, IN 47532  
812-367-2280  
twnofferdinand@psci.net

## Guidelines for Renting:

### Information

- Located at 313 W 9<sup>th</sup> Street, Ferdinand, IN 47532
- Venue Phone Number 812-367-2300
- Reservations are required for renting along with a completed lease and payment. Call Town Hall to reserve at 812-367-2280 x 102
- Seating capacity – up to 100 people
- Key may be picked up 1 business day before the event

### Day of Rental

- Appliances—There are two refrigerators, a microwave, an ice maker, a coffee maker, and a bar available.
- Parking – Please, park on the streets and not in the Senior Citizens parking lot. This is reserved for the residents of the Senior Living Apartments.
- Unlocking doors – A hex key is located inside both entryways to unlock the doors for your events. Please remember to return the key back on hook. For handicapped accessible to work, please flip a switch in the entryway after unlocking the doors.
- Decorations—Please use painter's tape only to hang posters and banners. Remove all tape at the end of the rental.

### After Event

- Trash –You must take all trash with you. Do not use the Senior Housing dumpster.
  - Cleaning and Damage - Lessee is responsible for all cleaning and damage that occurred during the rental agreement. Make sure to empty the refrigerator and microwave at the end of the event. Cleaning supplies are located in the closet next to the restrooms. If any damage occurs, please contact Town Hall at 812-367-2280 during the next day's business hours.
  - Decorations – please remove all tape
  - Chairs/tables – Return any moved chairs and tables to the original location. Lift them to the correct position. Please do not drag the tables because they will scratch the tile.
  - Lock Doors – Relock the doors and flip the switch off for the handicap accessible.
  - Key – Please return the key to Town Hall on the next business day.
- Do not place it in the night deposit box.**

**Thank you for your cooperation**