



## Coal & Iron Building

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The historic **Coal & Iron Building** is comprised of three rooms as well as a kitchen, two sets of restroom facilities, full service bar, patio and a courtyard. Total capacity for the Coal & Iron Building is 225 persons. There are 120 chairs, 10 4' round tables and 10 6' tables provided with the venue. In addition to the main venue area, the Coal & Iron Building features a separate **meeting room** with restroom and small kitchen area as well as 32 chairs and 4 6' tables. The meeting room is available to civic organizations and non-profits at no cost. Meeting room capacity is 50 persons.

The Coal & Iron Building requires a \$100 deposit. This deposit is refundable only after the venue has been cleaned and returned to its original state. The venue manager will perform an inspection at the conclusion of the event to determine if the requirements have been met to issue a refund. Requirements are as follows:

1. Tables & chairs must be cleaned, folded, stacked & returned to their original storage location;  
\*\*\*Setup of tables and chairs are the sole responsibility of the renters, not the venue staff\*\*\*
2. All trash cans, including restrooms, must be emptied and bags replaced;
3. If used, all venue kitchen utensils, plates and cups must be washed, dried and returned to their original location;
4. All food must be removed from the venue refrigerator. No food or beverage may be left behind;
5. All floors, including restrooms, must be swept and mopped.

The current rate, in addition to the deposit, for the Coal & Iron Building is \$50 per hour. Rental time must include setup and teardown of the event as well as clean-up of the venue. If the event requires the use of the bar area, an additional fee of \$25 an hour is required. This fee must be paid in CASH ONLY to the bartender prior to the start of the event.

The deposit is required to secure the rental. The remaining balance must be paid 10 business days prior to the event. Failure to pay the balance by the aforementioned time will result in the cancellation of the event and forfeiture of the deposit. Cancellation of the booking within 10 business days of the event will also result in the forfeiture of the deposit.

The Meeting Room follows the same rules and regulations previously mentioned and requires a \$50 deposit with an hourly rental rate of \$25 an hour. Any questions regarding either venue can be directed to the venue manager.

Applicant Signature:

Date:

Management Signature:

Date:

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