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.

2) 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.

3) The balance is due and payable two (2) weeks prior to the event.

4) Nighttime and weekend rates are $300. for the New Orleans and Northeastern Railroad room (1505 sq. ft.); $200. for the Mobile and Ohio Railroad room (736 sq. ft.) and $200. for the Alabama and Vicksburg Railroad room (755 sq. ft.). If all three rooms are rented there is a discount and all three rooms can be rented for a total of $600.

5) Nighttime and weekend rates include a Security Guard; five hours for the event; and four hours prior to start of event for decorating. Additional hours desired are $60. per hour. Week day rentals are also available. Please see or call Union Station Manager for further availabilities at 601-484-6852.

6) Caterers are not required to be licensed, and Lessee may employ any caterer of their choice, if so desired.

7) 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.

8) Rental includes a large commercial refrigerator, double sink, coffee pot, and cabinet space and stainless steel tables for work space. However, no cooking is permitted on the premises.

9) A projector screen, podium, microphone, speakers, television, and dance floor may be available upon request.
10) 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.

11) 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.

12) 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.

13) No attachments to ceiling, walls, windows, doors, or chandelier.

14) 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.

15) Lessee shall not assign, mortgage or sublet the premises or any privilege.

16) If the event is cancelled, the deposit and/or contract are non-transferable to another party.

17) In the event of cancellation of a contract agreement, one-half of the deposit or one-half of the full payment shall be refundable if cancellation is received at least 60 days prior to the event.

18) Capacities are variable depending upon various needs such as types of tables desired; need for food and drink tables; need for dance floor, D.J table, space for a band, head tables, podium, speakers, etc.; style of set up desired (for example: classroom style, banquet style with round or rectangular tables, lecture style with rectangular tables facing screen or not facing screen, U shaped table set up, etc); need for handicapped access, etc.

Some basic examples:

   Classroom Style (chairs only, no tables)

Mobile & Ohio Railroad Room               50 chairs
Alabama & Vicksburg Railroad Room         50 chairs
New Orleans and Northeastern Railroad Room 150 chairs

   Lecture Style using 8’ Rectangular Tables
<table>
<thead>
<tr>
<th>Room</th>
<th>Tables and Chairs</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile &amp; Ohio Railroad Room</td>
<td>8 tables with 40 chairs</td>
<td></td>
</tr>
<tr>
<td>Alabama &amp; Vicksburg Railroad Room</td>
<td>8 tables with 40 chairs</td>
<td></td>
</tr>
<tr>
<td>New Orleans &amp; Northeastern Railroad Room</td>
<td>Facing the built in electronic drop down screen: 18 tables with 90 chairs (with tables not facing the screen, can seat up to 130)</td>
<td></td>
</tr>
</tbody>
</table>

**Banquet Style using 60” Round Tables**

<table>
<thead>
<tr>
<th>Room</th>
<th>Tables and Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile &amp; Ohio Railroad Room</td>
<td>8 tables with 64 chairs</td>
</tr>
<tr>
<td>Alabama &amp; Vicksburg Railroad Room</td>
<td>7 tables with 56 chairs</td>
</tr>
<tr>
<td>New Orleans &amp; Northeastern Railroad Room</td>
<td>14 tables with 112 chairs</td>
</tr>
</tbody>
</table>

Please Note: the number of tables and chairs listed above would be for those tables and chairs only. If other items such as food and drink tables, cake tables, dance floor, etc. are desired the capacity for the number of tables and chairs would be decreased.