

IMPORTANT

Call before you come to the depot, 252.808.0441. We are often in a meeting, or on errands, or away from the depot for other reasons. If you don't call, we may not be here when you come.

We accept checks ONLY. No cash! No credit cards! No money orders.

**PICK UP YOUR KEY EARLY IN THE WEEK
BEFORE YOUR EVENT.**

**IF YOU DO NOT, WE MAY BE OUT OF
TOWN, ON SICK LEAVE, AT A MEETING,
OR ON VACATION.**

**WITHOUT A KEY
YOU WILL NOT BE ABLE TO GET YOUR
GUESTS INTO THE DEPOT FOR YOUR
EVENT.**

**YOU ARE RESPONSIBLE FOR
REMEMBERING TO MAKE ARRANGMENTS
TO GET YOUR KEY.**

RULES AND REGULATIONS for RENTING THE DEPOT

In order to insure that the Premises are properly maintained, the following rules and regulations shall apply to any request to utilize the Premises:

1. An interested party should contact Downtown Morehead City Revitalization Association (hereafter Landlord) at (252) 808-0441, or 1001 Arendell St., Morehead City, NC 28557 regarding availability of dates and times. The Premises shall be available on a first come, first served basis and the hours of availability are Monday through Sunday. The Premises must be reserved in advance. Equal Opportunity for all to apply.
2. A Reservation Agreement must be filled out and submitted to Landlord with a deposit **check for \$50 made out to MHC Parks & Rec.** A key will be provided prior to the event and upon full payment for rental of the Depot. **(NOTE: A SEPARATE CHECK SHOULD BE MADE OUT FOR EACH OF THE FOLLOWING: 1) RENTAL, 2) DEPOSIT AND 3) ALCOHOL FEE.**
3. Reservations must be made for the total time required in the Depot. Landlord **does not set up, take down or clean up.** Tenant must reserve enough time in the Depot to set up the event and to clean up afterwards.
4. At least one (1) of the persons that reserved the Premises must be present at all times during the function.
5. Children must be supervised at all times to ensure none of the property is damaged in any way.
6. Children allowed to play in the park play area must be supervised, and DMCRA is not responsible for any injury or accidents.
7. **No smoking** is allowed in or about the Premises.
8. If candles are burned, they must be in containers.
9. **Nothing** may be nailed, taped or attached to the walls or to the lighting fixtures.
10. If alcoholic beverages are being served or present at the function, you must pay an additional \$80. to cover the depot's liability. **REMEMBER—THE \$80 IS TO COVER DEPOT LIABILITY. IT DOES NOT COVER THE TENANT'S LIABILITY. CHECK WITH YOUR INSURANCE AGENT FOR YOUR COVERAGE.** At all times, the Tenant shall oversee the dispensing and use of alcoholic beverages on or about the Premises and shall make sure that all persons consuming such beverages are above the age of twenty-one (21) years. The Landlord reserves the right to make additional requirements in the event of the use of a keg and/or based upon expected attendance at the function.
11. Immediately after the function, the Tenant shall make sure that the Premises are cleaned of all the items the tenant brought in. In addition to the hourly rental fee, a **\$50 deposit is required of all tenants.** The \$50 security deposit is refundable if the premises are left in substantially the same clean condition as it was prior to the event.
12. In the event of any damage to The Depot, the Tenant will bear full responsibility.
13. No loud music or other activity which constitutes a nuisance shall be allowed at the Premises. The determination of what constitutes a nuisance shall be in the sole discretion of the Landlord acting through its duly elected officers.
14. In the event of a violation of these rules, the Landlord reserves the right to immediately terminate the function, and impose a damage fee to tenant.
15. The depot is rented on a first-come, first-served basis. If mailing the Rental Agreement send it to DMCRA 1001 Arendell Street, Morehead City, NC 28557

(Signature of Tenant)

(Date)

**TRAIN DEPOT
RENTAL FEE SCHEDULE**

Pay Schedule A:

During business Hours: **9am to 5pm, Monday through Friday**

ROOM/AREA	RATE
Meeting Hall	\$ 15.00 per hour

Pay Schedule B:

After business Hours (Nights) or On Weekends

ROOM/AREA	RATE
Meeting Hall	\$ 20.00 per hour

TRAIN DEPOT RENTAL CONTRACT

Rental Information

Tenant: _____ Day _____

_____ Date(s) _____

Time: (including setup/takedown/cleanup) _____

Type of Event: _____ #Attending _____

Alcohol being served: Yes ___ No ___

Name: (Person responsible for rental)

Address: _____

Phone: () _____ Fax: () _____ Email: _____

Deposit and Fees:

Auditorium/Kitchen Fee

NOTE: THERE MUST BE SEPARATE CHECKS FOR:
(1) RENTAL
(2) SECURITY DEPOSIT AND
(3) ALCOHOL FEE

Rental Fee: Hours _____ x Fees _____

\$ _____

(Check made out to MHC Parks and Rec.)

Security Deposit: _____ \$ _

50.00 _____

(refundable)

(Check made out to MHC Parks and Rec.)

Alcohol Fee: (\$80.00) _____ \$

(NOTE - Check made out to DMCR)

Total Due:

\$ _____

FEE SCHEDULE A:

During business hours:

9am-5pm Monday through Friday

Rate: \$15/hr

FEE SCHEDULE B:

After business hours:

Nights or on Weekends

Rate: \$20/hr

I certify that I am the authorized and responsible party or representative; that I have received, read and understand the rules for use; and I will comply with the regulations, policies and fees for the reserved area.

Applicant's Signature: _____ Date: _____

For: _____
(name of organization or group)

Rental Information Sheet

Tenant: _____
Day _____ **Date(s)** _____
Time(s) _____

1. Number of persons expected to attend Event: _____

2. Will there be liquor served? _____ Beer & Wine _____ Hard Liquor _____

3. Do you have a Liquor Permit? _____ (You must obtain a Liquor Permit if you sell tickets to your event.)

Please consult your insurance agent about insuring your event.

The Depot insurance DOES NOT cover tenant liability. In addition, the renter will pay an \$80 alcohol liability charge that is added to the rental charge. That is for the depot liability policy and not the tenant's liability.

RULES AND REGULATIONS:

In consideration of the Depot (the "Landlord") allowing Tenant, his guest, invitees, employees, agents, to occupy and use the Premises on the date referenced above, Tenant agrees to abide by the rules and regulation of Landlord regarding the use of the Premises at all times and to be responsible for the actions of his guests, invitees, employees and agents on and about the Premises. The Tenant further agrees to defend, with counsel satisfactory to the Landlord, and completely indemnify and hold Landlord forever harmless from and against any all liabilities, fines, suits, claims, demand, actions, causes of action, losses, costs (including attorneys fees), damages, judgments, expenses of any kind or character whatsoever, due to or arising out of (a) any damage to, loss, or destruction of any property arising directly or indirectly out of Tenant's use of the Premises; and/or (b) any injury to any person, including death, resulting at any time, occurring in or about the Premises and arising out of, directly or indirectly, Tenant's use thereof. Tenant's indemnification obligations shall extend to and be deemed to cover the actions of his employees, agents, guests and invitees.

In the event that the Landlord is made a party to any action or proceeding in which Tenant is required to defend pursuant to the provisions of this Agreement, the Landlord shall have the right to appear and take part in the action or proceeding by legal counsel of it's choice at Tenant's expense.

Tenant shall also completely indemnify Landlord as to all cost and expense incurred to enforce the terms, provisions, conditions and covenants of this Agreement, including but not limited to, collection of attorneys fees. Tenant hereby assigns any liability insurance policy that he maintains which is required to satisfy Tenant's obligations under this Agreement.

(Signature of Tenant)