

**Town of Beaufort**  
PO Box 390 \* 215 Pollock Street  
Beaufort, NC 28516  
Telephone (252) 728-2141  
Fax (252) 728-3982

Beaufort Train Depot Reservation Application  
614 Broad Street

Name of Group: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Night \_\_\_\_\_ (FOR CONTACT PERSON)

Weekly \_\_\_\_\_  Bimonthly \_\_\_\_\_  Monthly \_\_\_\_\_  
Day Day Day

Proposed Use \_\_\_\_\_

Number in Group \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Comments: \_\_\_\_\_

Please place a check beside the organization affiliation that best describes your organization or group:

Non-Profit \_\_\_\_\_ Profit \_\_\_\_\_ Co-Sponsorship \_\_\_\_\_ Individual \_\_\_\_\_

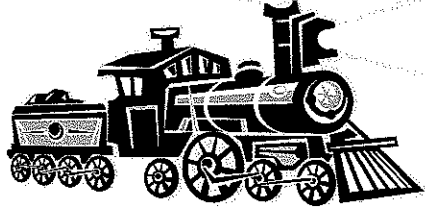
I hereby certify that I am the authorized and responsible representative of the petitioning organization or group, that I have read a copy of the "Reservation Rules and Regulations Governing the Depot Usage," and that our organization/group will comply with the regulations and policies governing the use of our reserved area/facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed and returned to:

Town of Beaufort  
Administrative Service Officer  
PO Box 390  
Beaufort, NC 28516  
252-728-2141

**TOWN OF BEAUFORT TRAIN DEPOT**  
**Rules and Regulations Governing the Depot Usage**



The citizens of Beaufort are proud of the restoration of the 1907 Train Depot and its familiar landmark. The building now in serves as Beaufort's meeting hall, and in a limited manner provides meeting spaces to the Woman's Club, Coin Club and other organizations as well as art classes, etc. Therefore, in order to preserve and protect the life of the building, the Town is charged with the responsibility of protecting the property with rules governing the Depot usage.

- ◆ A person must be 18 years old or older to reserve the Depot;
- ◆ A security deposit in the amount of \$50.00 is required for all functions. The security deposit will be refunded, by mail, upon the completion of satisfactory inspection of the Depot by the Administrative Service Officer (ASO).  
*Note: All deposits shall be sent to the Town of Beaufort. There is a charge for all returned checks, which is assessed by the bank.*
- ◆ Applications and fees for a reservation must be made at the Town Hall, 215 Pollock Street, Beaufort, NC 28516 between the hours of 8:30 AM and 4:00 PM or by calling (252) 728-2141 Monday through Friday. A written request is required after phoning in your reservation request. Confirmation of your reservation is made only after a signed application and security deposit is received. Applications and fees for a reservation must be received at least ten (10) days in advance of the event.
- ◆ The person who reserves the Depot must be present during the use of the building. This person who is in charge shall be responsible for the conduct of the group and any damages to the property.
- ◆ Access is restricted to the East side only and maximum capacity is 58.
- ◆ Setup is available upon request with a 72 hour notice, during the time of 8 AM to 4 PM, Monday through Thursday.
- ◆ No alcohol (in any form), illegal drugs, gambling or solicitation is permitted.
- ◆ Smoking is prohibited in the building.
- ◆ No banners, tents, or other paraphernalia will be allowed without prior approval of the Administrative Services Officer.
- ◆ Misuse of the building will result in forfeiture of future reservation privileges and deposit.
- ◆ We ask as a courtesy if your organization is cancelling a meeting that you please notify the Administrative Services Officer as soon as reasonably possible.
- ◆ A copy of these procedures will be given to each person requesting use of the building at the time that they secure an application form.

## **RULES GOVERNING INTERIOR USE OF THE DEPOT.**

- ◆ No decorations shall be attached to walls, ceilings, windows, or floors without the prior approval of the Administrative Services Officer.
- ◆ The building must be left in the same condition or better as it was found. Failure to clean up after your event will result in **forfeiture of your deposit and possible revocation of use privileges.**
- ◆ Restore any chairs, tables, etc. during the function to the location they were found.
- ◆ Turn off all lights including restrooms.
- ◆ Empty trashcans and remove all trash from the premises.
- ◆ Please use dust mop to remove debris from the floor.
- ◆ If the room thermostat needs to be adjusted, please contact the Administrative Service Officer prior to the start of said event.

## **RULES GOVERNING KITCHEN USAGE.**

**WE STRONGLY DISCOURAGE ANY INDIVIDUALS FROM USING THE KITCHEN IN THE DEPOT. NO COOKING IS TO TAKE PLACE IN THE TRAIN DEPOT.**

### **For Use While in the Depot**

- ◆ You can store items in the refrigerator for that purpose only.
- ◆ Use the sink/table area to help with prep & cleaning up.
- ◆ Nothing in the cabinets are available for the Public use, unless approved by the Administrative Service Officer.

## **OTHER.**

- ◆ The key for the building will be secured from the Administrative Service Officer (picked up and signed for) at the Town Hall. After the event, the key should be returned by 9:00 AM the next business day (unless other arrangements are previously made) to the Administrative Service Officer.
- ◆ After the event the Administrative Service Officer will evaluate the condition of the building. If no problems are noted and reported, your security deposit will then be processed and mailed. Should the person who reserved the building desire to be present during the evaluation, arrangements can be made with ASO.

The Town of Beaufort reserves exclusive right to use the above-stated premises. Should a conflict arise with the use and scheduling of the premises, the Town will notify the Contact Person on file to attempt to make reasonable accommodations. Thank you for your interest in the Town of Beaufort and the use of our facilities!