



Agreement for Beaufort Train Depot

Applicant: _____

Contact Person Name: _____

Mailing Address: _____

Telephone numbers: _____

Work

Home

Cell

Fax

Date of function: _____ Time of function: _____

Function of rental: _____

Beaufort Train Depot RULES and REGULATIONS

- Persons or organizations will indemnify and hold the Town of Beaufort free and harmless from any and all liability on account of injury to any person(s) or damage to any property directly or indirectly resulting from any activity sponsored or conducted by the persons or organizations.
- Persons or organizations using the building shall be responsible for post-activity, clean up or damage to property that occurs while the facility is being used.
- In order to reserve the building, a person must be 18 years of age or older. This person must be associated and attend the activity.
- Smoking is not permitted in any part of the building.
- Persons or organizations using the facility will be responsible for the orderly behavior and must conform to the Town's policies regarding the non-use of alcoholic beverages, have good moral standards, no weapons or drugs and no gambling.
- Activities must cease and the facility be closed by 10 p.m. Beaufort Train Depot is open Sunday through Saturday from 7 a.m.-10 p.m.
- No decorations shall be attached to the walls, ceiling or floors. No permanent changes are allowed to the facility. No bolts, screws or nails shall be placed on the walls, floors or any fixture, indoors or out.

- Town staff will unlock the building at the time for which it is reserved and lock the building at the ending time of the event.
- Persons or organizations are responsible for abiding by and limiting admittance to the room capacity established by the Fire Marshal code. The maximum number of people permitted is 58.
- Clean-up is the responsibility of the user.
- Equipment included is four, six-foot rectangular tables and 46 chairs.
- Flagrant misuse of the building will result in forfeiture of deposit and future reservation privileges.
- The event space does not include the Board of Commissioners meeting room.
- Commercial use and fundraising are prohibited. Clinics, professional trainings and for-profit classes or events are also prohibited without prior approval for the Board of Commissioners.

Fee Schedule: (Deposits are refundable with a written request)

Full day: Resident: \$15 plus \$50 deposit **Non-Resident:** \$150 plus \$50 deposit

Half day (4 hours or less): Resident: \$15 plus \$50 deposit **Non-Resident:** \$75 plus \$50 deposit

- All fees must be paid prior to an event.
- The Town's coordinator will conduct an inspection of the building and grounds prior to reimbursement of the deposit.
- A letter or email must be submitted to the Town Events Coordinator requesting a refund of the deposit after each event. Deposits are forfeited after a period of 45 days.
- A fee of \$25 will be assessed for all returned checks.
- Refunds will not be given. If an event is cancelled, the Town Event Coordinator will work with the applicant to find another date within 90 days.

If you have any questions or concerns, please contact Rachel Johnson (252) 728-2141 or email r.johnson@beaufortnc.org.

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 Rules & Regulations governing the Beaufort Train Depot usage, and that myself and our group/organization will comply with the regulations and policies governing the use of the Beaufort Train Depot.

Date: _____ Signature: _____

Approved by: _____
Event Coordinator