

**RENTAL AGREEMENT FOR THE WINTERVILLE DEPOT FACILITIES AND PROPERTY**

effective 4/1/19

**NOTE: Rentals accepted at the Winterville Town Hall ONLY at the following days and times:  
Monday – Friday  
12:00-1:00 p.m. or 4:00-5:00 p.m.**

Requester: Individual \_\_\_\_\_ Organization \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Event/Intended Activity (subject to approval) \_\_\_\_\_

Expected Number of Attendees (maximum 76) \_\_\_\_\_

Date of Rental \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

<b>SCHEDULE OF FEES</b>	<b>Rental Fee</b>	<b>Refundable Deposit*</b>
Winterville Depot	\$200.00 per day	\$100.00

**NOTE: If using checks, make payable to WHAS.**

*I understand that as the individual/representative of the group renting the Winterville Depot, I assume full responsibility for any and all damages occurring during the times stated above and will enforce compliance with all rules contained in the attached RULES FOR USE OF THE WINTERVILLE DEPOT.*

SIGNATURE OF RESPONSIBLE PARTY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(must be at least 21 years of age)

**FOR TOWN USE ONLY**

**FINANCE DEPARTMENT**

Rental payment amount \$ \_\_\_\_\_

Circle one: Check (check no. \_\_\_\_\_) or Cash

Security Deposit amount \$ \_\_\_\_\_

Circle one: Check (check no. \_\_\_\_\_) or Cash

Date received \_\_\_\_\_

Received by \_\_\_\_\_

**POLICE DEPARTMENT**

\_\_\_\_ The building was found to be properly cleaned and undamaged. Recommend refund of deposit.

\_\_\_\_ The building was NOT properly cleaned and/or was damaged (describe) \_\_\_\_\_  
\_\_\_\_\_. Recommend charge of \$ \_\_\_\_\_ be made against deposit and an additional charge of \$ \_\_\_\_\_ be made for necessary cleaning and/or repairs to facility.

**FINANCE DEPARTMENT**

Date Refunded \_\_\_\_\_ Refunded by \_\_\_\_\_

Refund received by \_\_\_\_\_ Date \_\_\_\_\_

## RULES FOR USE OF THE WINTERVILLE DEPOT

### FACILITIES

Thank you for your interest in the Winterville Depot as a site for your special event. You will find yourself immersed in the history of Winterville and the Depot itself. **We are very proud of our heritage and are confident you will treat this special building with dignity, respect and care.** These rules have been provided to ensure that your event runs smoothly and to provide for your safety and the safety of objects contained in the Depot.

### SCHEDULE OF FEES

#### Rental Fee

\$200.00 per day

#### Security Deposit\*

\$100.00

**\*NOTE: If facilities are left clean, undamaged, and approved as such by the Winterville Police Department, the security deposit will be refunded within two weeks by mail by the Winterville Historical and Arts Society Treasurer.**

### SCHEDULING

1. Viewing of the depot facility is handled by WHAS volunteers by emailing [whs28590@gmail.com](mailto:whs28590@gmail.com) or calling 321-2660. Typically, a tour of the facility can be completed in 15-30 minutes. If more than 30 minutes or additional visits are required, an additional fee of \$25 will be charged.
2. Depot booking, contracts, etc., will be managed by the Town of Winterville.
3. Opening and closing of the depot will be managed by the Town of Winterville and the Winterville Police. **Call the Winterville Police Department at 756-1105 or 830-4141 if there are any changes to your arrival time listed on the rental agreement.**
4. Depot will be booked on a first-come, first-served basis.
5. Signed rental agreement, fees, and deposits must be received prior to being allowed access to the Depot.
6. **Cancellations require a notice of ten (10) business days prior to the scheduled event in order to have fee and deposit refunded. (Please allow up to two (2) weeks for the refund of the rental fee.)**

### FOOD AND BEVERAGE

1. Food and beverages are permitted only on Depot property.
2. No alcoholic beverages will be allowed.

### USE OF MEETING ROOM

76 chairs and 10 rectangular tables (8 @ 30"x96" and 2 @ 30"x72") are available for your use. Any tables or chairs that are removed from the storage room are to be returned to the storage room at the conclusion of the event. **The chair rack in the storage room will hold 32 chairs. The table rack will hold all eight 96" (8-foot) tables. The remaining chairs as well as the two 6-foot tables are to remain in the warehouse space. Photographs of correct storage procedures are posted inside the storage room.** If round tables are preferred, they will have to be rented separately and brought to the depot by renter.

### USE OF KITCHEN FACILITIES

Kitchen area includes countertop space, double well sink, a refrigerator, stove, and microwave. A rolling cart is also available for use. Cleaning materials are provided and can be found in the lower kitchen cabinets marked appropriately. All trash must be placed in trash bags and taken to the trash cans located outside near the handicap ramp. Please refer to the "Checklist for the Care and Cleaning of the Winterville Depot" (attached) and use this document to ensure that all items on the checklist are followed. **This checklist should be completed, signed and left on the kitchen counter at the conclusion of the event.**

### RESTRICTIONS AND RULES

1. **No vehicles are allowed on the grass at any time.**
2. No smoking is allowed inside the depot or on depot property.
3. Legal maximum number of people allowed inside the depot at any one time based on an occupancy rate of 76.
4. Decorations (i.e. Signs, banners, etc.) are only allowed if on portable easels.
5. Tent(s) may only be erected on Depot property.
6. Use of candles is not permitted.
7. No confetti or rice is allowed. However, the use of birdseed may be allowed outside the depot.
8. Secured inflatable play structures are allowed outside; water play structures or features ARE NOT allowed.
9. Rental use may not begin before 7 a.m. (unless prior arrangements are made) or extend beyond 11 p.m.
10. No amplified sound is allowed that is audible outside of the depot after 10 p.m.
11. No activity may be conducted which in any way damages the facilities.
12. Items on display inside the depot shall NOT be removed for any purpose.
13. Users must leave the depot in the good condition in which it was found.
14. No solicitation, selling, or subleasing allowed.

## CHECKLIST FOR THE CARE AND CLEANING OF THE WINTERVILLE DEPOT

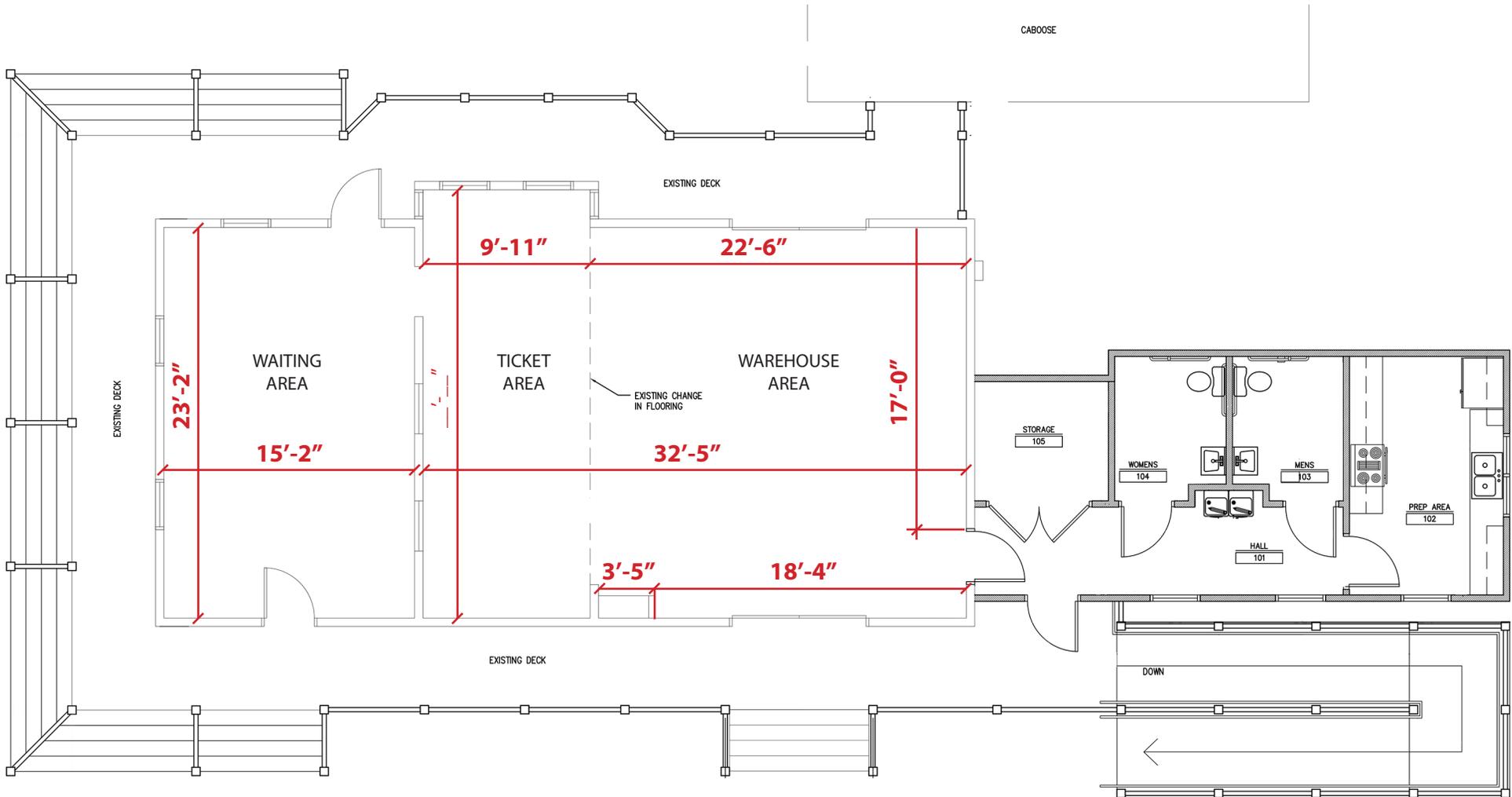
It is necessary for each person, group or organization who use these facilities to follow certain rules regarding maintenance. All cleaning and restoring of facility to original condition is to be done at completion of the event. The building used will be checked to ensure that everything is left in satisfactory condition before deposits are refunded.

There will be an additional charge for any damage to the depot property, including appliances and other equipment.

- \_\_\_ Children are allowed in the facilities only with adult supervision.
- \_\_\_ The facility should be restored to its **original condition**.
- \_\_\_ All furnishings must be left in the order in which they were found.
- \_\_\_ Tables are cleaned with damp cloth and chairs checked for spills and/or crumbs.
- \_\_\_ Chairs and tables are to be returned to the storage room. **NOTE: The chair rack in the storage room will hold 32 chairs. The table rack will hold all eight 96" (8-foot) tables. The remaining chairs as well as the two 6-foot tables are to remain in the warehouse space. Photographs of correct storage procedures are posted inside the storage room.**
- \_\_\_ Kitchen countertops and cabinets should be wiped clean.
- \_\_\_ Stove, Microwave, and Refrigerator: all food removed and cleaned of any spills.
- \_\_\_ Sinks cleaned.
- \_\_\_ Vinyl floors should be swept and mopped. Hardwood floors are to be swept.
- \_\_\_ All equipment, dishes, flatware, food, etc. brought into the depot must be removed at the conclusion of the event.
- \_\_\_ Bathrooms should be cleaned, swept and mopped.
- \_\_\_ Ensure that the stove is turned off.
- \_\_\_ All trash and recyclables should be separated, bagged, and placed in the appropriate outside containers. Garbage bags will not be provided by the depot.
- \_\_\_ If there is more trash than the containers will accommodate, then that trash should be removed from the property.
- \_\_\_ Upon leaving the facility, all heat and a/c units must be returned to their original settings (as indicated on thermostats). *Note: We ask that you keep the heat as low as comfortably possible and the a/c as high as comfortably possible. Electricity is a concern for everyone.*
- \_\_\_ **This completed checklist should be signed, dated, and left on the kitchen counter.**
- \_\_\_ All lights should be turned off.
- \_\_\_ All doors should be locked.

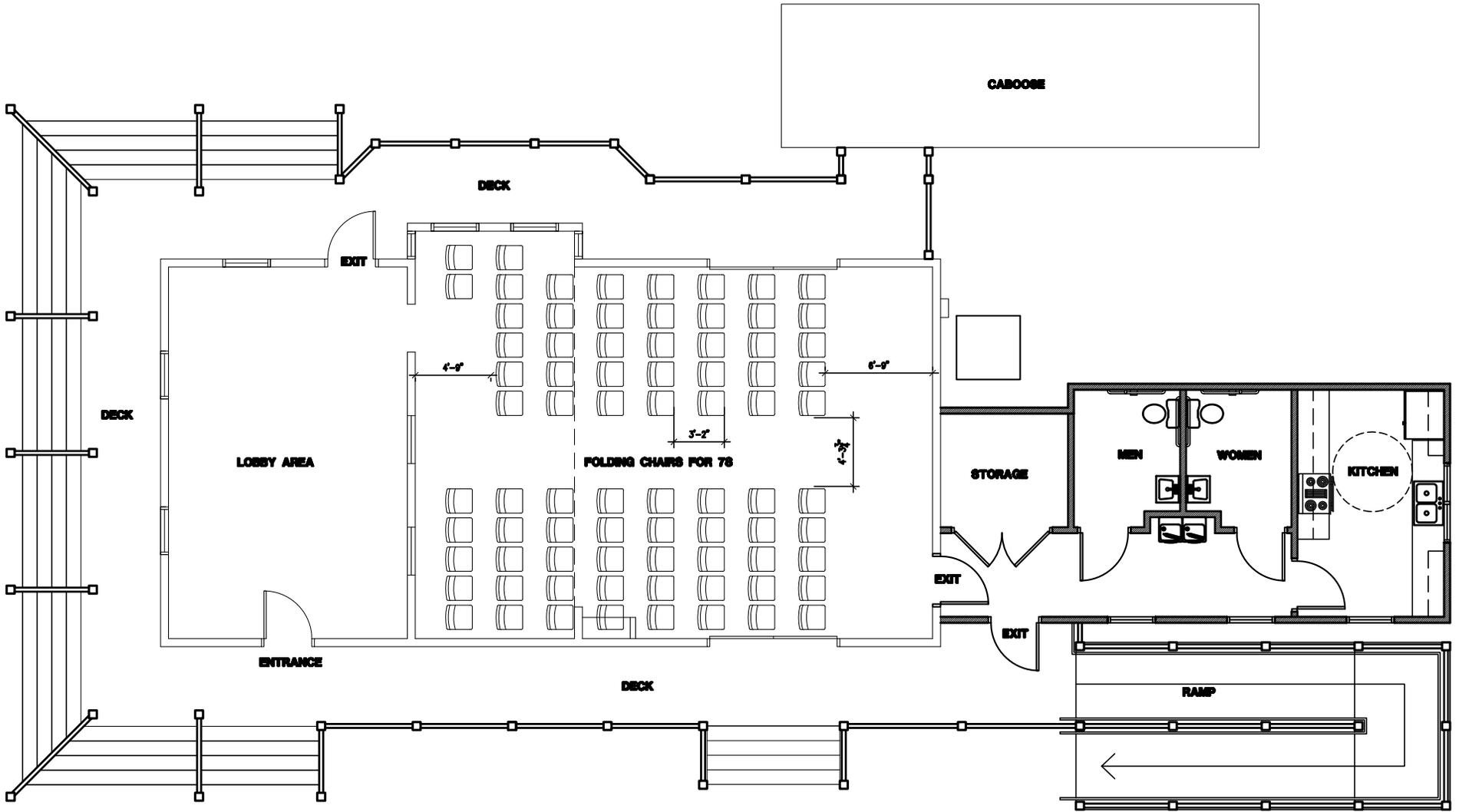
***Call the Winterville Police Department at 756-1105 or 830-4141 when ready to leave facility. They will be responsible for verifying checklist is completed as well as securing the facility. \*NOTE: If facilities are left clean and undamaged and approved as such by the Winterville Police Department, the security deposit will be refunded by mail by the Winterville Historical and Arts Society Treasurer.***

SIGNATURE OF RESPONSIBLE PARTY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(must be at least 21 years of age)

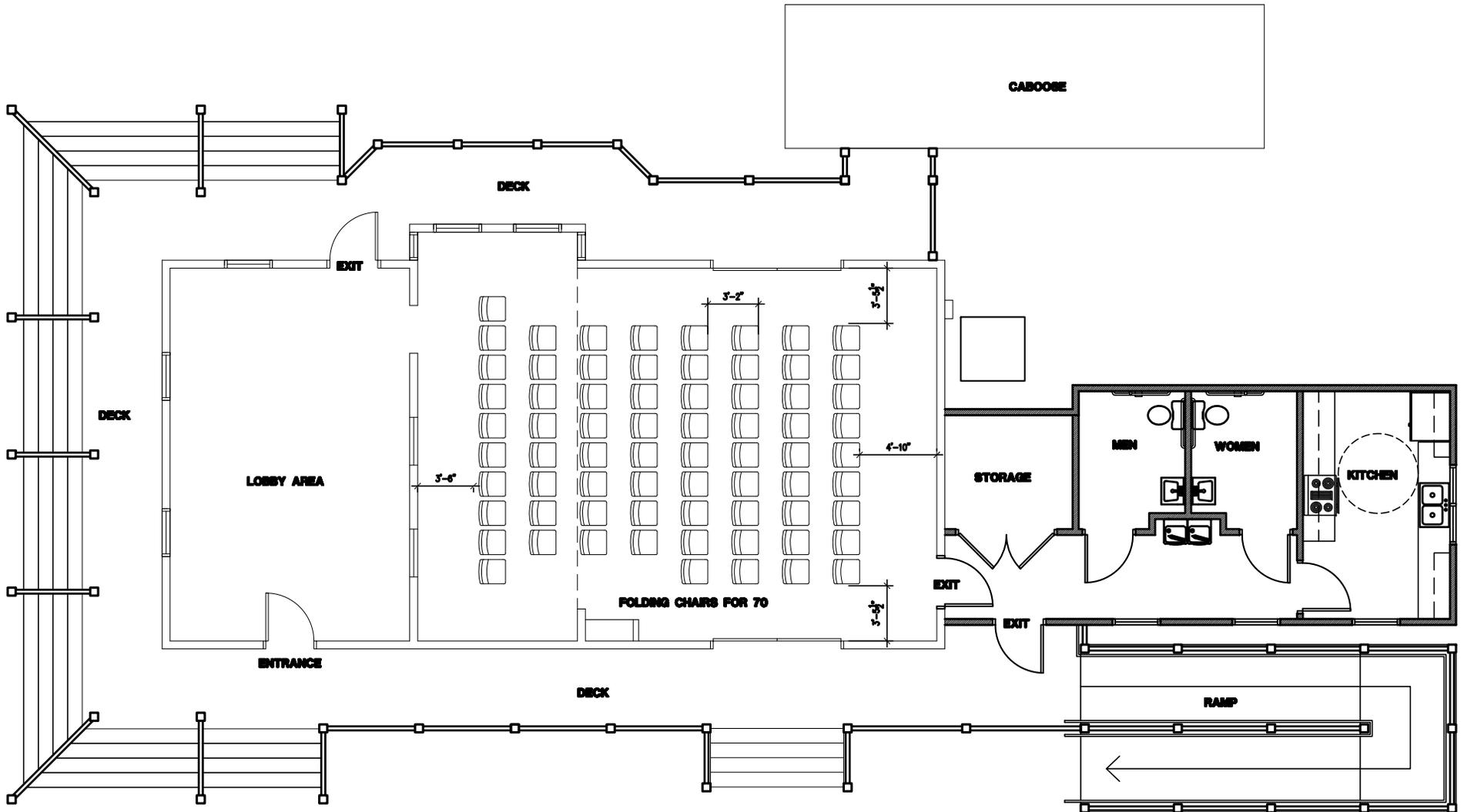


**NOTE: Ceiling/rafter height is approximately 13-14 feet**

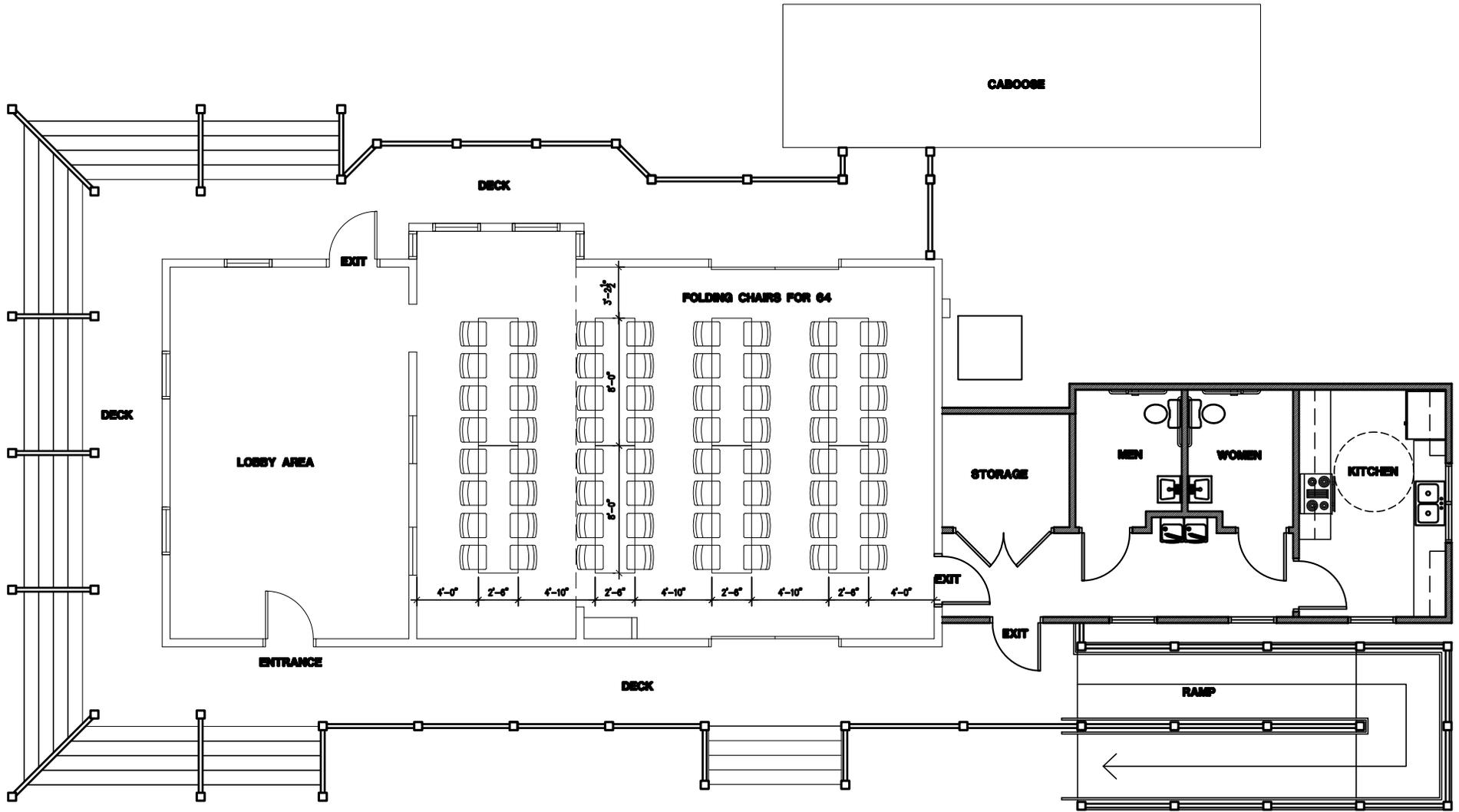
**MEASURED PLAN  
WINTERVILLE DEPOT**



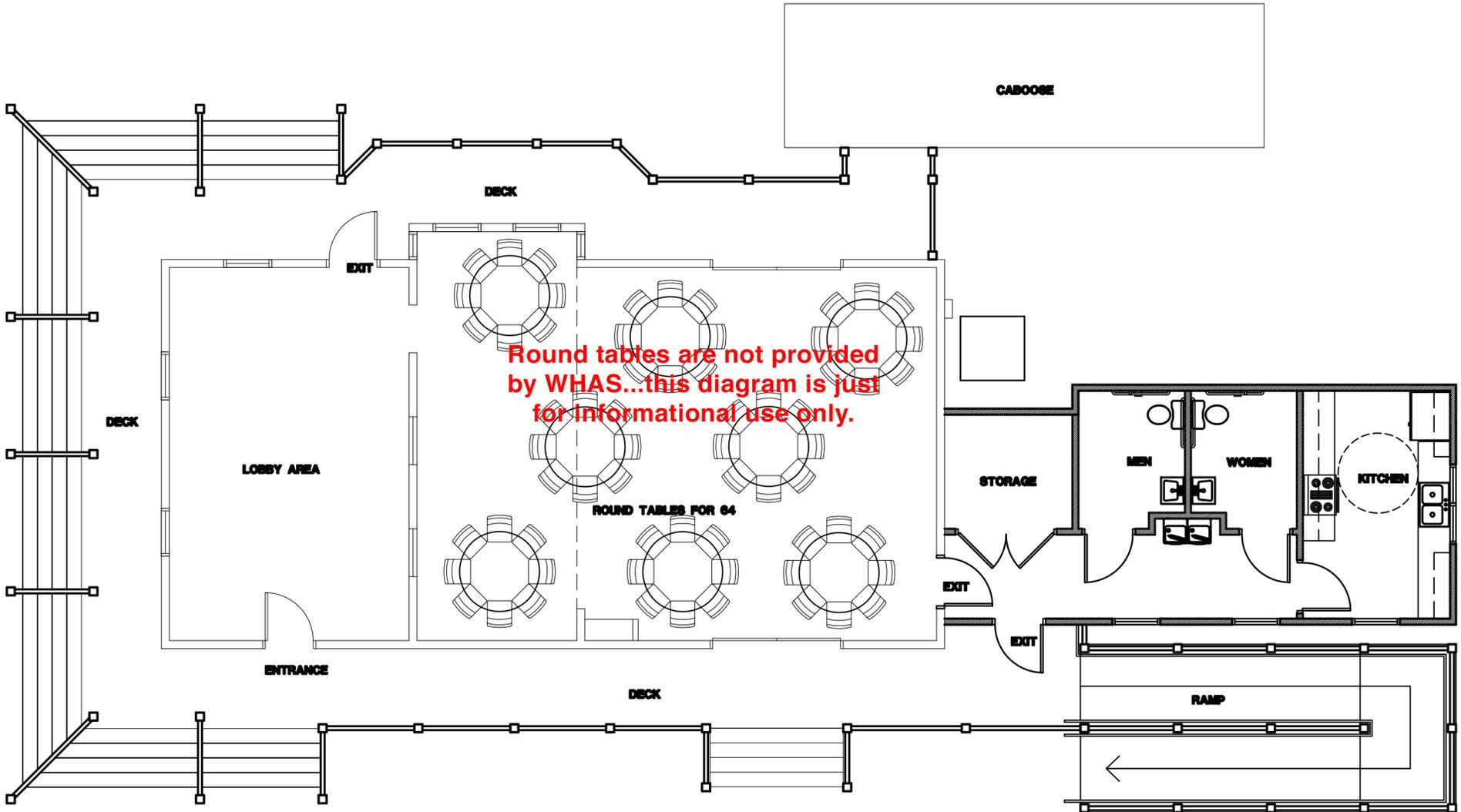
**CHAIR SEATING LAYOUT #2  
WINTERVILLE TRAIN DEPOT**



**CHAIR SEATING LAYOUT #1**  
**WINTERVILLE TRAIN DEPOT**



**RECTANGULAR TABLE SEATING  
WINTERVILLE TRAIN DEPOT**



**ROUND TABLE SEATING  
 WINTERVILLE TRAIN DEPOT**