NOTE: Rentals currently accepted only by Winterville Historical and Arts Society Board Members. Call 252-321-2660 or email whs28590@gmail.com

RENTAL AGREEMENT FOR THE WINTERVILLE DEPOT FACILITIES AND PROPERTY

Effective 6/1/2024

Thank you for your interest in the Historic 1899 Winterville Depot as a site for your special event. The Winterville Depot is owned, was restored by, and is maintained by the Winterville Historical and Arts Society, Inc. 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.

Requester: Individual _____ Organization _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

Type of Event/Intended Activity (subject to approval) _____

Expected Number of Attendees (not to exceed state/local guidelines) _____

Date of Rental _____

Rental Start Time *(time that you need to have the depot opened for preparation or setup)*: _____*

Rental End Time *(time that your event is over, clean-up is to be complete, & you will be ready for inspection/closing)*: _____*

* On the day of your rental, opening and closing of the depot will be managed by volunteers of WHAS. A volunteer will meet you at the time that you requested on the rental agreement. If you need to change the time requested for opening the building or closing the building, you are asked to contact us at least 48 hours in advance. Call the WHAS phone number at 252-321-2660 if there you need to make any changes to your arrival time listed on the rental agreement.

RENTAL COST **$350.00 per day (includes $100 security deposit). Full payment ($350) is required in order to reserve a date. Reservations are on a first come basis.** ***NOTE: Payment only accepted by Check, Money Order (payable to WHAS) or by Cash (exact amount).*** *If facilities are left clean, undamaged, and approved as such by the Winterville Historical and Arts Society, the security deposit will be refunded within two weeks by mail by the WHAS Treasurer.*

PHYSICAL LOCATION ADDRESS

The physical address for the Depot is **217 Worthington Street, Winterville, NC 28590**. It is located at the corner of Railroad Street and Worthington Street and is one block beyond W. H. Robinson Elementary School.

SCHEDULING AND CANCELLATIONS

1. Depot booking, contracts, etc., will currently be managed by WHAS Board Members.
2. Viewing of the depot facility is handled by WHAS volunteers by emailing **whs28590@gmail.com** or calling **252-321-2660**. 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.
3. The Depot will be booked on a first-come, first-served basis.
4. Signed rental agreement and full payment of rental fee must be received in order to book a date.
5. Rental use including set-up and clean-up may not begin before 7 a.m. or extend beyond 11 p.m.
6. Cancellations require a notice of no less than ten (10) business days prior to the scheduled event in order to have the rental fee (less a $25 administrative charge) refunded. Allow up to two (2) weeks for refunds.

RULES AND REQUIREMENTS FOR USE OF THE WINTERVILLE DEPOT

Initial each item below:

_____**1. NO VEHICLES ARE ALLOWED ON THE GRASS AT ANY TIME** (Load & unload from the parking lot)
_____**2.** Alcoholic beverages are not permitted inside the depot or on depot property.
_____**3.** Smoking and Vaping are not permitted inside the depot or on depot property.
_____**4.** Depot maximum occupancy (posted on the wall in the main meeting room) may not be exceeded. This maximum is subject to any restrictions as may be mandated by a national, state, or local emergency order.
_____**5.** Children are allowed in the depot only with adult supervision.
_____**6.** Decorations (i.e. Signs, banners, etc.) are only allowed if on portable easels. Use of tape, adhesives, push pins, thumb tacks, staples, or similar items is prohibited.
_____**7.** Use of candles or any type of open flame except for food warming trays is not permitted.
_____**8.** No confetti or rice is allowed. However, the use of birdseed may be allowed outside the depot.
_____**9.** Tent(s) may only be erected on the grass. The renter is responsible for compliance with any inspection or permit requirements or fees.
_____**10.** Secured inflatable play structures are allowed outside; water play structures or features, water balloons and water games ARE NOT allowed.
_____**11.** Rental use may not begin before 7 a.m. (unless prior arrangements are made) or extend beyond 11 p.m. All items brought in by the renter must be removed from the depot and depot grounds, and clean-up completed by the specified ending time (under no circumstances later than 11 p.m).
_____**12.** No amplified sound is allowed that is audible outside of the depot after 10 p.m.
_____**13.** No activity may be conducted which in any way damages the facilities, structures, or grounds. Any damage must be reported immediately.
_____**14.** Items on display inside the depot shall NOT be removed for any purpose. The large wooden desk in the large meeting room may not be moved from its location.
_____**15.** Users must leave the depot clean and in the good condition in which it was found.
_____**16.** No solicitation, selling, subleasing, or "pop-up" events are allowed.
_____**17.** Use of the video screen, stage lighting, and access to wifi are not provided with rentals.

_____**18. KEYS:** Renters are NOT provided with keys to the Depot. A Depot volunteer will meet the renter at the time specified on page 1 of this agreement to unlock the venue. A Depot volunteer will also meet you at the ending time for lock-up. **YOU, THE RENTER, ARE RESPONSIBLE FOR HAVING SOMEONE PRESENT AT THE DEPOT AT ALL TIMES ONCE WE UNLOCK THE DEPOT FOR YOU UNTIL WE RETURN TO LOCK-UP WHEN YOU EVENT IS OVER.** WE CANNOT LOCK AND UNLOCK THE DEPOT FOR YOU MULTIPLE TIMES.

_____**19. USE OF MEETING ROOM, CHAIRS, AND TABLES:** There are a total of 76 chairs, eight 8 foot x 30 inch tables, and two 6 foot x 30 inch tables available for your use. Any tables or chairs that are removed from the storage room are to wiped down and returned to the storage room at the conclusion of the event. 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. The large wooden desk in the large meeting room may not be moved from its location.

_____**20. SLIDING WAREHOUSE DOORS:** In mild weather conditions, renters may elect to have the sliding warehouse doors open. However, when the doors are open, THE HEATING AND COOLING SYSTEMS ARE TURNED OFF. Experience has shown that outdoor temperatures above 78 degrees and below 68 degrees are not conducive to having the sliding doors open.

_____**21. THERMOSTATS:** The depot thermostats are controlled remotely. If the indoor temperature needs to be warmer or cooler, please telephone one of the persons whose names and phone numbers are posted on the thermostats. Heating and cooling is shut off when the sliding doors are open.

_____**22. USE OF KITCHEN FACILITIES:** Kitchen area includes countertop space, double well sink, a refrigerator, stove, and microwave. The kitchen may be used for heating up food or readying items to be served, not for cooking food or meals from scratch. A rolling cart is also available for use. Serving utensils, plates, and bowls are not provided. There is no ice maker on site. Fryers are not permitted in the depot.

_____**23. CATERERS, DECORATORS, etc.:** Renters are responsible for ensuring that Caterers, Decorators, or other persons engaged by the renter to provide services at the depot adhere to the rules and regulations of the depot and this rental agreement. Renters are responsible for any damage caused by these individuals.

_____**24. GRILLS and COOKERS:** Grills and cookers may be used outside on the grass or gravel parking area. These items may not be used on the sidewalks or on the wooden platforms. Lighted grills and cookers must be attended at all times. Care must be taken not to scorch or burn the ground beneath cookers. Burnt charcoal, ashes, and grease must be disposed of off site and may not be disposed of on the property, in the garbage cans or dumpsters, or down the drains.

_____**25. CLEANING:** Cleaning materials are provided and can be found in the kitchen. All trash must be placed in trash bags and taken to the trash cans located outside at the end of the parking area. 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 addressed. This checklist must be completed, signed, and left with the WHAS volunteer at the conclusion of the rental.

_____**26. PARKING:** Renters of the depot and their guests may use the gravel parking lot on the grounds of the depot. Vehicles may not be driven on or parked on the grassed areas or sidewalks whatsoever. Two specially marked parking spaces are reserved for handicapped parking. Additional parking may be utilized across Worthington Street as well as along Worthington and Railroad Streets.

_____**27. ANIMALS and PETS:** Only service animals are allowed in the Depot.

_____**28. CANCELLATION:** Cancellations require a notice of no less than ten (10) business days prior to the scheduled event in order to have the full rental fee (less a $25 administrative charge) refunded. (Please allow up to two (2) weeks for refunds.)

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, restrictions, and guidelines contained within this Rental Agreement for the WINTERVILLE DEPOT. *I UNDERSTAND THAT I AM RESPONSIBLE FOR HAVING SOMEONE PRESENT AT THE DEPOT AT ALL TIMES DURING THE TIMES STATED ABOVE. I understand that I am responsible for ensuring that my guests and attendees comply with all rules and requirements of this rental agreement as well as any state/local capacity guidelines or public health guidelines.*

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE: _____

(must be at least 21 years of age)

CHECKLIST FOR THE CARE AND CLEANING OF THE WINTERVILLE DEPOT

Renter must check off each item below as completed, then sign and date the checklist and give it to the WHAS representative locking up the building. Failure to do so may delay refund of the security deposit.

A pail of cleaning supplies **is provided for your use** in the kitchen. The pail includes paper towels for cleaning tables, chairs, and the bathrooms; plastic gloves; a bottle of Clorox cleaning solution (CDC specifications for Covid); and 3 disposable swiffer mop pads. Brooms, dust pans, and swiffer mops are located in the kitchen pantry.

___ All furnishings must be left in the location and order in which they were found.

TABLES AND CHAIRS

___ Tables and chairs are cleaned with the provided sanitizer solution provided. Check for spills and/or crumbs.
___ All eight foot tables are to be returned to the rack in the storage room.
___ All six foot tables are to be left in the main room.
___ Three rows of 6 chairs each are stored in the storage room (total of 18 chairs).
___ Three rows of 12 chairs each are stored in the back corner of the main meeting room (total of 36 chairs).
___ One row of 11 chairs each are stored on either side of the desk in the main meeting room (total of 22 chairs)
NOTE: Photographs of correct storage procedures are posted inside the storage room.

KITCHEN

___ Kitchen countertops and cabinets are to be wiped clean using the sanitizer solution provided.
___ Stove, Microwave, and Refrigerator: all food removed and cleaned of any spills.
___ Sinks cleaned using the sanitizer solution provided.
___ Kitchen floor should be swept and mopped with the Swiffer mop.
___ Stovetop and oven are turned off.
___ Empty garbage can and replace with new garbage bag.
___ All equipment, dishes, flatware, food, etc. brought into the depot must be removed at the conclusion of the event.

HALLWAY, MAIN MEETING ROOM and PASSENGER AREA

___ Floors are to be swept.
___ Spills have been wiped and cleaned up.
___ Water fountain surfaces should be wiped with the sanitizer solution.
___ All equipment, dishes, flatware, food, etc. brought into the depot must be removed at the conclusion of the event.
___ All trash and recyclables should be separated, bagged, and placed in the appropriate outside containers.
___ Place new garbage bags into trash cans.
___ If there is more trash than the containers will accommodate, then that trash should be removed from the property.

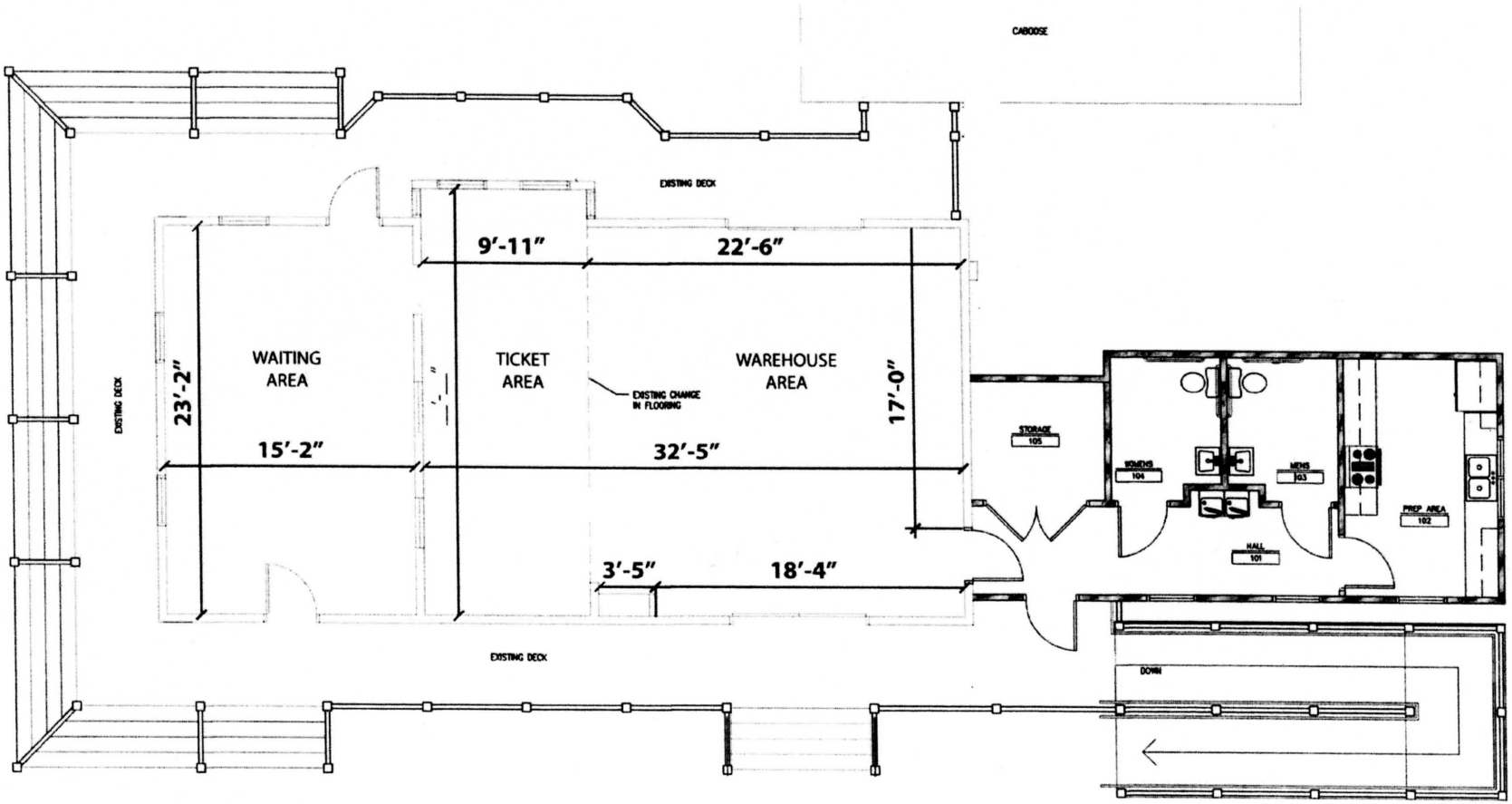
BATHROOMS

___ Sinks, handicapped bars, and toilet surfaces and seats must be cleaned with the sanitizer solution provided.
___ Clean door handles on both sides of the door with the sanitizer solution.
___ Clean bathroom mirrors with the sanitizer solution
___ Bathrooms floors should be swept and mopped with the Swiffer mop.
___ Empty garbage cans and replace with new garbage bags.

___ Inform the lock up person if any supplies need to be replenished or if there are any problems with the building or furnishings.
___ Replace your used cleaning pail underneath the kitchen sink.

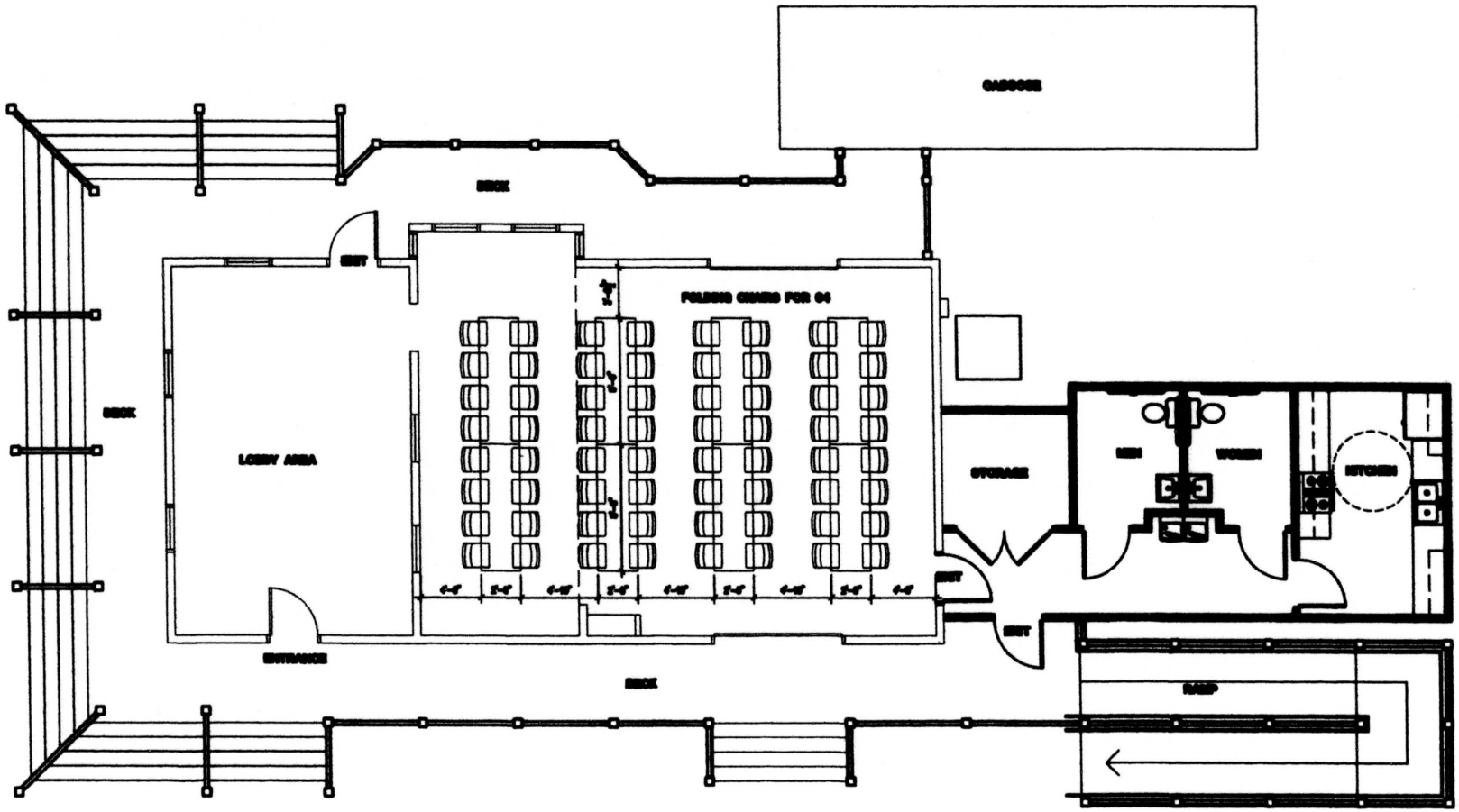
SIGNATURE OF RESPONSIBLE PARTY: _____ **DATE:** _____
(must be at least 21 years of age)

Call _____, the assigned WHAS VOLUNTEER AT _____
15 to 20 minutes before you are 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 there are no other issues, the security deposit will be refunded by mail by the Winterville Historical and Arts Society Treasurer within two weeks.



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

MEASURED PLAN
WINTERVILLE DEPOT



RECTANGULAR TABLE SEATING
WINTERVILLE TRAIN DEPOT

DUNN & DALTON ARCHITECTS