



Market Station

Dining capacity for the Snyder Room (large room) is 80.
The Depot's maximum capacity is 117.

OPTION ONE - **INSIDE ONLY (MONDAY-THURSDAY)** **\$400**
 - **INSIDE ONLY (FRIDAY – SUNDAY)** **\$500**

- The Depot Building. Includes rental of building which is small bar area and (The Snyder Room) main dining room, interior restrooms, electricity, caterer's kitchen, inside tables and chairs with set-up, final clean up after the event (sweep and mop), unlocking/locking the facility and stocking the restrooms.

OPTION TWO - **OUTDOOR AREA ONLY** **\$500**

- Includes plaza area, farmers' market, exterior restrooms, electricity hookup, unlocking/locking of panel boxes, stocking the restrooms and unlocking/locking the exterior restrooms.
- An additional fee of \$50 will be added to the rental fee for requesting the 120 amp stand alone power service meter located at the rear of the property. This request must be made at the time of reservation an will need to be **paid 30 days before event.**

OPTION THREE- **ENTIRE FACILITY** **\$1000**

- Includes plaza area & farmers' market, The Depot, interior and exterior restrooms, electricity hook up, caterer's kitchen, inside table and chairs with set-up, final clean up after event (sweep and mop), unlocking/locking the facility and stocking the restrooms.
- An additional fee of \$50 will be added to the rental fee for requesting the 120 amp stand alone power service meter located at the rear of the property. This request must be made at the time of reservation an will need to be **paid 30 days before event.**

*Additional hours and/or days will be charged at a rate of \$50 per hour – minimum 2 hours required.

*****A non-refundable deposit (\$100) is due the day of booking a date.** This amount will be subtracted from the total balance due excluding the security deposit

*****ALL FEES ARE TO BE PAID 30 DAYS PRIOR TO THE EVENT**

***All renters are asked to contact the ADDC office at least two weeks prior to the event with set up information, The ADDC staff will be happy to meet you in advance and answer any questions regarding seating capacity, etc.

*****We reserve the right to inquire about the nature of the function and to refuse inappropriate activities and usage.**

GUIDELINES FOR MARKET STATION

1. No inside tables and/or chairs are to be taken outside the depot – inside tables consist of #4 8' rectangle and #11 60" round. Chairs - #116.
2. Smoking is not allowed anywhere in the depot or outside restrooms.
3. Please note that Plastic Trash cans (either those at Market Station or any other) are NOT to be used to ice down beer kegs inside the depot. Kegs must be placed in containers that will not leak and then placed in something to collect the moisture from the "sweating" container.
4. All events must END at **MIDNIGHT** and comply with the City of Albemarle's Noise Ordinance (all music must be turned off at 11pm).
5. No Keys will be given to renters. **Renter will provide one person to stay on site while Market Station is unlocked.**
6. All personal items must be removed from the depot at the conclusion of the event, as there could be an event the following day.
7. **NO PHOTOGRAPHS ARE TO BE MADE ON THE RAILROAD TRACKS.** This is private property, owned by the railroad, and they do not allow pedestrians on the tracks for any reason.
8. If the event is targeted for youth 21 and under, adult supervision, sufficient for the number of attendees, is required.
9. The farmers' market will be operational from mid-April of each year and closes the end of October from 8am-12 noon on Saturdays and 8am-12 noon on Wednesdays during June-August. Anyone renting the covered area must wait until **1pm** before setting up or decorating in that area.
10. All users are asked to clean up after their events. Trash cans and liners are provided for inside and outside the depot. All trash is to be removed from the cans and placed in the dumpster on the southwest corner of the site.
11. Any tables and chairs used outside MUST BE RENTED.

Catering Kitchen Rules

1. ADDC asks that caterers and/or their assistants DO NOT park in front of the front door, or the platform after unloading, or on the sidewalks.
2. Remove all items from the refrigerator and freezer, wipe out all areas
3. Remove all items brought into the kitchen area.
4. Wipe down all counter tops, removing food particles, etc.
5. Wipe out ALL ovens – convection, microwave, and warming, removing any burnt foods, grease, etc.
6. Take all garbage from the event and place in the dumpster
7. The floor in the kitchen must be swept and mopped before you leave.
8. Cleaning supplies will be provided

DECORATING MARKET STATION

This historic depot and farmers' market are structures that we all, as citizens of this county, take pride in; remember, simple decorations can make your event stunning.

1. We ask that you DO NOT TAPE, STAPE, NAIL or ATTACH IN ANY OTHER WAY item(s) to the walls or windowsills. ADDC staff will be happy to assist with recommendations.
2. Banners, signs and other such itens MAY NOT BE TAPED, NAILED, STAPLED or ATTACHED IN ANY OTHER WAY to the depot (inside or outside), the farmers' market, and /or restroom facility. If you need to have a banner or sign displayed, arrange to have free standing poles to attach it to.
3. Do not affix tape or other similar substance to any walls, wainscoting, etc in the depot.
4. No open flame candles - Candles used inside the building must be placed in globes. Never leave burning candles unattended.

SECURITY & ALCOHOL REGULATIONS

All security must be provided by pre-approved, off-duty city or county law enforcement. An off-duty officer (with jurisdiction in the City of Albemarle) must be present at all times and anytime alcohol is served.

- No permit is necessary to serve beer, wine or champagne, if it is not sold. A permit IS required however, if liquor is served.
- Application for permits can be downloaded and printed at the NC ABC Commission's website, www.abc.nc.gov/Permit/SpecialPermits. Form may also be obtained by contacting the state ABC office in Raleigh, 919-779-0700. The form takes approximately two weeks to receive by mail.
- A copy of the permit must be provided to the ADDC office a minimum of 30 days before the event, or you will not be allowed to serve any alcohol.
- **All events, especially If there is Alcohol at the event**, are required to have Off-Duty Security Officers for security. This is the responsibility of the renter to arrange security with the Sheriff's Office. An extra charge will be made payable to the Sheriff's Office to request security. Contact Sheriff's Office at 704-986-3742 to make those arrangements.
- **All events** must provide proof of Homeowners liability insurance or Special Events Insurance. **Proof of insurance must be provided at contract signing or 30 days prior to the event.**
- **Weddings/Receptions:** Form needed: *Limited Special Occasion Permit*.
- **Class Reunions:** Class reunions and other similar activities are required to have a one-time special occasion permit, for beer, wine or champagne. This is assuming a fee has been charged in advance to participate in any of the reunion-related activities. Consequently, even though the beverages are not "sold" at the event, they are considered as such by the State of NC ABC Commission, since the participants have paid a fee to attend, which might cover facility rental, food/beverage, and/or entertainment.

- **Non-Profit or Political Groups:** Must have a *One-Time Special Occasion Permit* to sell any type of alcoholic beverage at an event.

MARKET STATION RENTAL AGREEMENT

BALANCE DUE BY: _____ EVENT

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE (1) _____ (2) _____

TYPE OF FUNCTION: _____ NUMBER OF GUEST _____

TIME OF EVENT: Unlock at _____ Event time _____ Lock Facility _____

This agreement is for the use of: [check appropriate option]

_____ **Option I:**

Depot Only (Monday - Thursday) \$400

- *Includes interior restrooms, electricity, caterer's kitchen, inside tables and chairs with set-up, final clean up after the event (sweep and mop), unlocking/locking the facility and stocking the restrooms.

Depot Only (Friday – Sunday) \$500

- *Includes interior restrooms, electricity, caterer's kitchen, inside tables and chairs with set-up, final clean up after the event (sweep and mop), unlocking/locking the facility and stocking the restrooms.

_____ **Option II:**

Outdoor Area Only \$500

- Includes plaza area, farmers' market, exterior restrooms, electricity hookup, unlocking/locking of panel boxes, stocking the restrooms and unlocking/locking the exterior restrooms.

_____ **Option III:**

Entire Facility \$1000

- *Includes plaza area, farmers' market, interior and exterior restrooms, electricity hook up, caterer's kitchen, inside table and chairs with set-up, final clean up after event (sweep and mop), unlocking/locking the facility and stocking the restrooms.

****A \$100 NON REFUNDABLE DEPOSIT IS REQUIRED TO HOLD THE DATE**

TOTAL OF RENTAL

Option Choice Amount _____ \$ _____ Alcohol Permit Y _____ N _____ (Provide ADDC with Copy)

Extra Time _____ \$ _____ (\$50per hour –minimum 2 hours)

Extra Power _____ \$ _____

Total Amount Due _____ \$ _____

Down Payment _____ \$ _____ (Minimum \$100 to reserve the date- non refundable)

Balance Due _____ \$ _____ (by Date: _____)

Signature of Responsible Party _____ Date _____

*I have read and understood the above contract.

Please Print Name _____

Prices subject to change without notice

The Market Station is owned and operated by Albemarle Downtown Development Corporation. This is an Equal Opportunity facility. Federal law prohibits discrimination. To file a complaint of discrimination, write: USDA Director of Civil Rights, Room 326-W, Whitten Building, 14th & Independence Avenue, SW, Washington, DC 20250-9410.

ADDC Signature _____ Date _____



ALBEMARLE DOWNTOWN DEVELOPMENT CORPORATION
144 North Second Street * PO Box 190 * Albemarle, NC 28002 * 704-984-9415

General Liability Waiver Form

Renter _____

Address _____

Phone number _____ Facility Rented _____

Date and time facilities reserved _____

Event _____

I hereby waive Albemarle Downtown Development Corporation, the City of Albemarle, its officers and employees from any liability of injury, loss or damage to personal property associated with activities and events held at this facility.

I acknowledge that I understand the waiver described in this document. Waiver is made to the maximum extent permissible under applicable law. I acknowledge that I have signed this document under my own free will.

Signature _____ Date _____

Print Name _____ ADDC Staff _____

