



Updated 10.6.2023
**MARKET STATION
EVENTS CENTER**

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

- OPTION ONE**
 - **INSIDE ONLY (MONDAY-THURSDAY)** **\$650**
 - **INSIDE ONLY (FRIDAY – SUNDAY)** **\$750**
- 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), access to 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.
- OPTION THREE- ENTIRE FACILITY** **\$1250**
- 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, access to the facility and stocking the restrooms.

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

****Guided tour of facility:** ADDC staff will be happy to give a guided tour of Market Station to interested renters on appointment. To make an appointment to view Market Station, please contact the ADDC office at admin@albemarledowntown.com, or call 704-984-9415.

After booking your date, ADDC staff can give you one more guided tour of the facility at no charge. Additional tours of the facility will be charged \$10 per tour, which will be added to your rental balance.

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

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

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

GUIDELINES FOR MARKET STATION

1. Tables consist of #8 6' rectangle #10 60" round and #6 32" round bar height tables. 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. All personal items must be removed from the depot at the conclusion of the event, as there could be an event the following day.
6. **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.
7. If the event is targeted for youth 21 and under, adult supervision, sufficient for the number of attendees, is required.
8. The farmers' market will be operational from May-October from 8am-12 noon on Saturdays and 8am-12 noon on Wednesdays during June-August. Anyone renting the covered area during these times must wait until **1pm** before setting up or decorating in that area.
9. 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, next to the railroad tracks.
10. Before leaving the facility, please make sure that all lights are turned off in the Depot, breakers turned off and breaker boxes padlocked at the market pavilion, and outdoor restrooms are locked and the gate pulled closed and padlocked.

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
3. Remove all items brought into the kitchen area.
4. Take all garbage from the event and place in the dumpster, located next to the railroad tracks.
5. The floor in the kitchen must be swept and spills must be mopped before you leave.
6. 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, alcoholic beverages of any kind are being sold, or if you are charging admission to your event.
- 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 one week before the event, or you will not be allowed to serve any alcohol.
- If there is Alcohol at the event, renters are required to have Off-Duty Police Officers for security. This is the responsibility of the renter to arrange security with the Albemarle Police Department. An extra charge will be made payable to the APD to request security. Contact APD at 704-984-9500 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.**
- **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

Event Date: _____

BALANCE DUE BY: _____

NAME: _____

ADDRESS: _____

TELEPHONE (1) _____ (2) _____

EMAIL: _____

TYPE OF FUNCTION: _____ APPROX. NUMBER OF GUESTS: _____

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) \$650

- *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) \$750

- *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 \$1250

- *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)

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 _____



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 _____