



Newton Recreation Dept.
Historic Newton Depot
1125 North Main Avenue
Newton, NC 28658

HISTORIC NEWTON DEPOT

HISTORIC NEWTON DEPOT RENTAL LETTER OF AGREEMENT

Purpose of Rental: _____

This is to confirm the agreement between _____
and the Newton Parks and Recreation Department as follows:

Mailing Address: _____

Home/Cell Telephone: _____ Work Telephone: _____

Date and Time of Rental: Date: _____ Time: _____

Facility & Location: _____ Historic Newton Depot, 1125 North Main Avenue, Newton, NC 28658

Price Agreement: _____

I, the undersigned, agree to abide by all rules and regulations applicable to the rented facility and will be responsible for any and all property damages and/or personal injury resulting from use of the facility.

****NO BALLOONS OR WATER BALLOONS ALLOWED IN RENTAL FACILITIES**.**

****The rental fee must be paid within 1 WEEK PRIOR TO RENTAL DATE once Department has approved Reservation.**

****Historic Newton Depot: NO REFUNDS.**

****Any Charitable, Profit and/or Non-Profit, Community Serving Organizations/Individuals who conduct an event/activity on department property must pay an estimated rental fee. In addition shall pay the established fee and 20% of gross receipts.**

****Certificate of Insurance** is required for person(s) requesting the use of any indoor and outdoor facilities, ballfield, centers, gymnasiums, etc. This also includes vendors selling any and all merchandise to include, but not limited to, food. Certificate of Insurance naming the City of Newton, as additional insured must be provided with signed agreement. Certificate coverage amount to be \$1,000,000.00 (one million dollar) each occurrence with a \$2,000,000.00 (two million dollars) aggregate.

Event Details:

Number of Participants Expected: _____ Number of Police Officers Required: _____

Number of Chairs Required: _____ Number of Tables Required: _____

Description of Event: _____

Miscellaneous Rental Details: _____

Renters Signature

Newton Parks and Recreation Director Signature

Date

Date

NEWTON TRAIN DEPOT

RENTAL FEES

\$ 30.00 - 1 Hour

\$ 10.00 each additional hour

Clubs, Organizations, such as Lions, Kiwanis, Rotary, Etc. **\$25.00 Per Meeting.**

City Agencies, Committees and Train Depot Sponsors can use facility at **No Charge.**

Total Occupancy - 50 People

Beverages: Soft Drinks & Coffee

No Kitchen Facility

Restrooms Available

1 Large Room with Hardwood Floors (No Dancing).

Trash must be put in garbage bags and removed from premises.

All activities shall cease by 6:00 p.m. and/or 10:00 p.m. unless authorized.

HOURS OF OPERATION

Monday - Saturday: 9:00 a.m. - 10:00 p.m.

Sunday: 1:00 p.m. - 6:00 p.m.

Any additional hours and/or change of time schedule must be approved by the Parks and Recreation Director.

All activities at the Train Depot shall cease by 6:00 p.m. and/or by 10:00 p.m. and the facility will be closed at that time unless approved by the Parks & Recreation Director.

TRAIN DEPOT FACILITY RULES AND REGULATIONS

1. The Director and/or Assistant Director of the Newton Parks & Recreation Department is responsible for the rental, subletting and use of the Train Depot Building. All business pertaining to the use of the Train Depot Building will be administered by the Director of the Newton Parks & Recreation Department.
2. No person will be allowed to have firearms, explosives, knives or any other weapons in the Train Depot Building or on the property around the Train Depot Building except Police officers.
3. No person shall use obscene, loud or abusive language in the Train Depot Building or the surrounding property at any time.
4. No alcoholic beverages may be consumed and/or sold on the premises, only if the sponsor obtains all necessary and proper permits from the Alcoholic Beverage Control Board.
5. No illegal drugs are allowed in the Train Depot Building or on the surrounding property at any time.
6. No smoking will be allowed in the building.
7. **Only those events, which would not cause embarrassment to the City or disrupt the neighborhood adjacent thereto, will be allowed at the Train Depot Building.**
8. Equipment at the Train Depot Building will not be removed for any purpose.
9. No loud noise/music, bands, radios, portable stereos, etc. or any other noise producing devices will not be allowed in the Train Depot Building unless approved by the Parks & Recreation Director. These devices will not be used outside of the Train Depot Building.
10. Any personal equipment utilized by groups placed in the Train Depot Building must be removed immediately after the function is over.
11. The Parks & Recreation Director and the Police Chief will determine the number of security officers and/or adults that are necessary for a function and the group using the Train Depot Building for that specific function shall employ that number of officers and/or adults for security purposes. Failure to do so will automatically void any authorizations for use for the Train Depot Building.
12. Pets or animals are not allowed inside the Train Depot Building except for legally recognized handicapped situations.
13. Groups using the Train Depot Building will be responsible for the orderly behavior and must conform to the Parks & Recreation Department's policies & Train Depot Authority for use of the facility.
14. Have motorized vehicles on Train Depot Property, except in designated areas.
15. Individuals or groups must arrange and set-up for their own function.
16. No person shall deposit garbage, debris of any kind on or upon this property except paper towels in designated receptacles. All garbage must be put in trash bags and removed from the premises following the rental.

17. Dig, cut, bruise or mutilate any type of plant or tree materials.
18. Make or do any indecent or vulgar motions in view of any person on Train Depot Building property.
19. Have skateboard, roller blades, bicycles, scooter and/or strollers on premises.
20. Everyone must be completely out of the building by closing time – stated in the regulations.
21. Parks & Recreation Director and Fire Department will determine the number of occupancy.
22. If equipment and facility is damaged the person renting will be held responsible for the cost of damages.
23. Engage in soliciting, peddling, begging, or selling of any kind without written permissions.
24. Organize or sponsor political or religious gatherings or rallies.
25. Erect any structure, sign, or advertising advice or any kind without written permission.
26. Conduct or carry on any game or chance at which money, property or other things of value are bet.
27. Nothing shall be attached or fastened to any wall or wooden surface by any means, especially by tape, tacks, nails, screws, or similar devices.
28. Absolutely no chalk art on sidewalks, roads, parking areas, in and around Train Depot Building.
29. Reference to certificate of insurance - No selling or vending of any type of food products (concessions) or drinks without permission from the Parks and Recreation Director and/or Assistant Director.
30. Reference to certificate of insurance - non-profits groups – must have a letter from IRS exempting, showing you are a non-profit organization or group – a 501C-3 corporation certificate.
31. Reference to certificate of insurance - profit and non-profit groups – must have \$1,000,000 general liability coverage and naming the City of Newton as an additional insurer.
32. Reference to any charitable, profit and new profit organizations and/or individuals - a vendor must be willing to play 20% to Newton Recreation Department on all products sold.
33. The Recreation Department reserves the right to require the right to require police/security for functions as deemed appropriate. Groups requiring this service are responsible for arranging and providing police/security.
34. The Recreation Department reserve the right to cancel, terminate and/or deny facility usage for any individual or organization not complying with any and all procedures & requirements stated in the agreement; which also includes inclement weather conditions, facility and parking conditions and/or circumstances beyond or control.
35. **Any person or group violating the above rules may be suspended by the Newton Parks & Recreation Department and Train Depot Authority from the use of the Train Depot Building and/or surrounding property for a specific period of time depending upon the severity of the infraction.**