



*Market Station*

**Attachment II**

**MARKET STATION  
EVENTS CENTER**

*Seating capacity for the Snyder Room (large room) is 72. The depot capacity is 117.*

**FEE SCHEDULE - TIER III**

Fees based on an eight-hour event  
(not including set up and preparation time on same day as event)

**OPTION ONE**

includes: plaza area, farmers' market, (includes electrical service to area), and exterior  
restrooms------(Effective 1/1/2001)--\$200

Other Charges:

Staff on duty or on call (minimum of eight hours)-----\$8/hour  
\* Security Deposit-----\$150/event

Additional Services available:

Use of kitchen-----\$100  
Caterer's charge - a refundable deposit required at  
time of registration-----\$150

**OPTION TWO**

includes depot, catering kitchen, farmers' market, plaza and exterior  
restrooms-----\$400\*\*

Other Charges:

Staff on duty or on call (minimum of eight hours)-----\$8/hour  
\*Security Deposit-----\$350/event

Additional Services available:

\*Caterer's charge - a refundable deposit required at  
time of registration-----\$150  
Set up (includes tables and chairs)- small room only-----  
large room only-----  
both rooms-----

**OPTION THREE**

includes depot, farmers' market, plaza and exterior  
restrooms-----\$325\*\*

Other Charges:

Staff on duty or on call (minimum of eight hours)-----\$8/hour  
\*Security Deposit-----\$250/event

Additional Services available:

Set up (includes tables and chairs)- small room only-----  
large room only-----  
both rooms-----

**OPTION FOUR**

includes use of front reception room only - Monday - Thursday -----\$150  
Set up (includes tables and chairs)  
Use of kitchen -----\$100  
Caterer's charge - a refundable deposit required at  
time of registration -----\$50  
\*Security deposit -----\$50/event

**No tables or chairs are to be taken outside the depot.**

**All security must be provided by pre-approved, off-duty city or county law enforcement**

**SMOKING IS NOT ALLOWED ANYWHERE IN THE DEPOT OR OUTSIDE RESTROOMS.**

Catering kitchen does not include china, crystal, flatware or linens

\* May be refundable

\*\*Includes cleaning of facility following event

Prices subject to change without notice

The Market Station is owned and operated by *Market Station, Inc.*, a private, for-profit wholly owned subsidiary of 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.

Any events having in excess of 50 people present, or where alcohol is served, must provide proof of Homeowners liability insurance or Special Events insurance. Proof of insurance must be provided at contract signing or a minimum of 30 days prior to leasing the facility.

An off-duty officer (with jurisdiction in the City of Albemarle) must be present anytime alcohol is served.

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

March 1, 2000

**The following rules and information govern sales and/or consumption of alcoholic beverages at Market Station.**

- All non-profit organizations must have a one-time special occasion permit to sell any type of alcoholic beverage at an event.
- No permit is necessary to serve beer, wine or champagne, if it is not sold. A permit is required however, if liquor is served.
- 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.
- Contact state ABC office in Raleigh, 919-779-0700, ext. 251, to obtain application form. The form takes approximately two weeks to receive.
- A copy of the permit must be provided to the ADDC office a minimum of 24 hours before the event, or you will not be allowed to serve any alcohol.



*Market Station*

Post Office Box 190  
Albemarle, North Carolina 28002

DECORATING MARKET STATION

Depot and Farmers' Market

The historic depot and farmers' market are structures that we all, as citizens of this county, take pride in. It does not take a lot decorations to make your event stunning. Using lots of fresh cut greenery such as magnolia leaves (and blossoms when available), ivy, holly branches with red berries in wintertime, pine boughs and other such elements can be especially lovely. Of course, lots of fresh cut flowers are wonderful as well.

If you decide to use greenery or any other decorations for the windowsills on the inside, we ask that you **DO NOT TAPE, STAPLE, NAIL or ATTACH IN ANY OTHER WAY** the item(s) to the sills. This is an historic building that took lots of money, time, and effort to restore, so please, treat it with the respect it deserves! In order to secure your decorations in the windowsills, attach a pipe cleaner (try to coordinate the color of the cleaner to your decoration so the pipe cleaner is not visible) to your item(s) and gently insert the ends of the cleaner into the crack between the windowsill and the window. ADDC staff will be happy to show you how to do this.

Banners, signs and other such items **MAY NOT BE TAPED, NAILED, STAPLED, OR ATTACHED IN ANY OTHER WAY** to the depot (inside or outside), the farmers' market and/or the restroom facility. If you need to have your banner/sign displayed inside or outside, arrange to have freestanding poles to attach it to. ADDC staff will be happy to help you with displaying your banner and/or sign.

**Do not affix tape or other similar substance to any walls, wainscoting, etc. in the depot.**

**Any items tied to the benches in the plaza (balloons, etc.), must be removed at the end of the event.**

**If you would like to use candles inside the building, they MUST BE COVERED WITH A GLASS HURRICANE GLOBE THAT IS TALLER THAN THE CANDLE.**

**Market Station  
Reservation Form**

Name \_\_\_\_\_

Business/Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (night) \_\_\_\_\_

Date of Function \_\_\_\_\_

Type of Function \_\_\_\_\_

Number of Guests Anticipated \_\_\_\_\_

Beginning Time\* \_\_\_\_\_ Ending time \_\_\_\_\_

(\*Note: Beginning and ending time must be a consecutive eight-hour period)

\_\_\_\_\_ Dining/Meeting Room \$ \_\_\_\_\_

\_\_\_\_\_ Kitchen \$ \_\_\_\_\_

\_\_\_\_\_ Additional hours over 8 hours (\$35 each hour)\*\* \$ \_\_\_\_\_

\*\* does not include staff fee

Tables/chairs for:

\_\_\_\_\_ 12 round tables (5 ft. diameter) and 96 chairs       N/C      

\_\_\_\_\_ 3 buffet tables - 2 1/2 x 8       N/C      

Staffing (\$8 per hour of rental - minimum of 8 hours) \$ \_\_\_\_\_

**Total of rental** \$ \_\_\_\_\_

Deposit needed to secure date

\$35.00 non-refundable, to be deducted from total amount due \$ \_\_\_\_\_

Security Deposit (Entirely refundable if no damage occurs) \$ \_\_\_\_\_

**Total Deposit Due** \$ \_\_\_\_\_

**Balance due** (to be paid within two weeks of event date) \$ \_\_\_\_\_

Any alcohol served:

\_\_\_\_\_ beer/wine/champagne (permit required)

\_\_\_\_\_ mixed drinks (permit required)

Caterer (if known) \_\_\_\_\_

Security (if known) \_\_\_\_\_

Signature of responsible party (required) \_\_\_\_\_

Office Use Only: Contract Number \_\_\_\_\_

