

Town of Murphy  
Depot Rental Agreement Form  
4 Railroad Street. Murphy, NC 28906.  
Rules and Terms of Use

1.) **No smoking, consumption of alcoholic beverages or possession of open containers of alcoholic beverages outside the building. This is strictly prohibited. All violators may be prosecuted. \_\_\_\_\_ initial**

**No possession or consumption of alcoholic beverages inside the building unless the Mayor, or in his absence the Town Manager, has given prior written permission to do so.**

2.) The building must be cleaned and vacated by 2 a.m. Afterward, the Murphy Police Department will patrol the premises to make sure it has been vacated and everything is in order. If you're not out by 2 a.m., you will lose your deposit of \$100.00. Upon initial entry to the building, please complete a visual inspection and immediately document and report any property damage to the Town of Murphy Police Department.

3.) The Depot must be cleaned before you vacate the premises.

- All tracks, tape, and other items used to decorate the building must be removed.
- All trash must be taken with you. New bags will be provided by the Town for the next renter.
- Lock all windows and doors.

4.) Do not sit on the tables or porch railings. Please refrain from leaning against the porch railings with your full weight, for your own safety. You will be responsible for any damage made to the tables, or anything else that is broken while you are renting the building.

5.) If damaged and/or missing items are discovered, it may result in the loss of your deposit.

6.) Key return must be made as follows:

- If you're renting the facility Monday through Thursday, the key must be returned no later than noon the following day, and no later than 48 hours after the rental date. Failure to do so could result in the loss of your deposit.
- If you are renting the facility Friday through Sunday, the key must be returned no earlier than noon on the following Monday. Failure to do so could result in the loss of your deposit.

7.) The rental fee and the key deposit must be paid in full when you come to pick up your key. The key can be picked up before 4:30 p.m. and no sooner than two (2) days prior to your event.

8.) The Town of Murphy reserves the right to refuse rental to any individual(s).

9.) Users shall adhere to the Town of Murphy Noise Ordinance, Chapter 91.01; ordinance can be reviewed at [www.townofmurphync.com](http://www.townofmurphync.com); Online Code of Ordinances.

10.) No large inflatables (examples: bounce houses, slides, etc.)

12.) You cannot decorate until the day of your scheduled event, unless express permission is granted by the Town of Murphy.

13.) All renter(s) and their party must adhere to Gov. Cooper's COVID-19 executive orders.

**Your compliance with the above rules is essential for the return of your \$100.00 Deposit.**

**Town of Murphy**

**Town Office Hours: 8 a.m. - 5 p.m. (Closed from Noon until 1 p.m.)**

Failure to comply with any of the aforementioned rules will result in the loss of your deposit.

Complete and Return to the Town of Murphy

Depot Building Contract Agreement Form (Cash or Check only)

Rental Fee = \$100.00

Deposit Fee = \$100.00

Date(s) Rented: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

Phone Number: \_\_\_\_\_

Alternative Phone Number: \_\_\_\_\_

**I have carefully read the rules and regulations. I fully understand and agree to the terms and conditions of this agreement.**

\_\_\_\_\_  
**Signature and Date**

\_\_\_\_\_  
**Print Name and Date**

