



The center room of the Train Station between the Amtrak waiting room and the Welcome Center is available to rent/reserve for your event with a Use Permit Application and fee.

The rental includes tables and chairs. There is no kitchen.

The event room entrance is on the train platform side and is Handicap Accessible. Downtown public street parking only.

See back for details and fees.



235 N W Broad Street  
Southern Pines, NC



# Historic TRAIN STATION



## Reserve for your Event

This historic wooden train station at 235 NW Broad Street in beautiful downtown Southern Pines, was built in 1898 for the Seaboard Air Line Railway.

The building was restored to its original early 1900's appearance in 2004 and now hosts an Event Space, the Southern Pines Welcome Center and the Amtrak waiting room.

# Train Station (Rental) Use Permit Fees

Train Station (Rental) Use Permit Fees		Resident *	Non-Resident
Train Station — Mon -Thurs	3 hours or less (Includes approx. 30 chairs, 5+ 2'x6' tables)	\$ 45	\$ 90
Train Station — Fri - Sun	3 hours or less (Includes approx. 30 chairs, 5+ 2'x6' tables)	\$ 50	\$ 100
Train Station: Maximum capacity — Seated with tables & chairs 30 (suggested) Standing: 50 (fire law)			
			
Each Additional Hour			
Non-refundable Deposit** holds reservation, Balance due at key pick-up		\$ 10	\$ 20
After Hour Key Pick-up (availability not guaranteed)		\$ 20	\$ 40
Administrative Fee for Refunds (see refund policy below)		\$ 25	\$ 50
		\$ 5	\$ 5

## General Facility Use (Rental) Information

- The first person to bring in an application with a deposit for an open date will be the one to get the reservation.
- **\*\*DEPOSIT IS NOT REFUNDABLE OR TRANSFERABLE to other programs, dates or participants.**
- Only adults 21 and over may rent the building. Requires ID for age and residency.
- All set up and clean up time must be included in the rental. **Do not come in early or stay after your rental time.**
- Renter may be charged a fee if facility is not cleaned properly and trash removed.
- The renter is responsible for any damage done to the facility and will be billed for damages.
- The renter is responsible for building keys and will be billed for cost of locksmith services to replace keys/re-key.
- The use of tape, pins, hooks, etc. on the walls is prohibited. Do not plan to adhere anything to the walls, ceilings or floors.
- No open flames allowed and no grills may be brought to town property without written permission from authorized staff.
- **Absolutely NO SMOKING, ALCOHOLIC BEVERAGES OR TOBACCO DELIVERY PRODUCTS ARE ALLOWED ON TOWN PROPERTY.**
- Any youth/children’s activity must be chaperoned by one adult per eight youth/children.
- Town Property cannot be used in FOR PROFIT activities.
- Ask about special conditions for events inviting or open to the general public.
- Charitable, 501C3 non-profit organizations have specific requirements for using Town of Southern Pines property to raise funds.
- See Use Permit Application, Waiver, and other information provided with approved application for more details.

### \* Resident / Non-Resident Policy / Rates

For the purpose of determining the appropriate fee to charge participants, Town policy is:

- **A resident of Southern Pines** is a person, whose permanent, primary home is in the town limits of Southern Pines (or who owns property within the town limits of Southern Pines) on which property tax is paid to the Town of Southern Pines.
- **Valid documentation** verifying personal identity and either a current in-town home address, or payment of property tax to the Town of Southern Pines is required to receive resident rates.
- **CREDITS AND REFUNDS MUST BE REQUESTED IN WRITING** at least five (5) working days prior to the first scheduled day of the program, class, activity, league action or reservation. NON-REFUNDABLE amounts are also NOT TRANSFERABLE. See website or brochure for full refund policy.
- REFUND FOR QUALIFIED REGISTRANTS: When an individual registrant qualifies for a refund, the refund will be equal to the amount paid by the registrant, less both a \$5.00 administrative fee and any non-refundable portion. Refunds totaling \$10.00 or less will be issued in the form of a credit which is valid for one (1) year from the date of issuance. See individual Registration or Permits for details.
- FULL CREDIT: If a registrant qualifies for a refund, they may choose a full credit of the refundable portion good for one year for any Recreation Department program or activity with space.

## Refund and Credit Policy

### To Check Availability or to Reserve

Southern Pines Recreation & Parks in Campbell House (upstairs) at 482 E. Connecticut Avenue  
910-692-2463 Mon – Fri: 8:30 am – 4:30 pm