

Dix Park

The Chapel - Rental Application

The facility is booked on a first come first serve basis. To complete the rental process, all applicants must contact and work with the Dix Park Rental Coordinator at events@dixpark.org or 919-996-3255 to submit all applicable completed forms. Once all forms with full payment are received a receipt will be sent confirming rental date(s) and times.

Rental Times: The Chapel Event Center is available for rent Monday-Friday 7:00AM – 11:00PM* and Saturday-Sunday 9:00AM – 11:00PM. There is a minimum rental time of 4 hours per day. Rental dates can be reserved up to 1 year in advance. **Dependent on number of expected guests during normal business hours*

Rental Fees:

\$248/hour- Weekday Rentals (Monday-Friday) with a minimum of 4 consecutive hours

\$468/hour -Weekend Rentals (Saturday-Sunday) with a minimum of 4 consecutive hours

(For profit businesses, add 20% to the rental fee; 501c3 non-profits receive a 10% discount to rental fees.)

\$250- Security/Damage deposit (refundable)

\$100- Cleaning Fee (non-refundable)

\$15- Processing Fee (non-refundable)

Add On:

\$100- Premium AV Fee if applicable (non-refundable)

\$100- Alcohol Permit fee if applicable (non-refundable)

\$50/hour – Off-Duty Raleigh Police Dept – required for rentals hosting 150+ people and serving alcohol. (non-refundable)

Items required for all rentals:

___ Chapel Event Center Rules and Guidelines (3 pages)

___ Rental Inquiry Form (2 pages)

___ Fee Worksheet (1 page)

___ General Event Information (1 page)

___ Full Payment

Items required if your event will be catered. These are due 30 days before your event:

___ Catering Permit

Items required if your event will have alcohol. These are due 30 days before your event:

___ Notarized alcohol permit application

___ \$100 alcohol permit fee

___ \$50/hour Off-Duty Raleigh Police Dept – required for rentals hosting 150+ people and alcohol.

A pre-event walk-through meeting with facility staff is required within 30 days of your event.

Return all applicable forms for review by emailing events@dixpark.org, dropping them off at the Chapel Event Center during normal operating hours, or by appointment.

Chapel Event Center Rules and Guidelines

WHAT IS INCLUDED

The rental of the Chapel Event Center includes the following:

- Use of main event hall
- Use of downstairs lobby
- Use of upstairs gathering space and balcony (note: upstairs area is not accessible for those with mobility restrictions)
- Use of kitchen and preparation room
- Use of outdoor event lawn
- Use of 6' round tables (20) and chairs (164). Tables and chairs are permitted for indoor use only.

Use of Audio-Visual system requires an additional \$100 fee.

RENTAL RULES

- Alcohol service and amplified music must end one hour before the end of the contracted rental time.
- Rental hours for an event must include setup and clean-up time for both the support services (caterer, florist, musicians, etc.) and the event party members (i.e., wedding party).
- Rentals are billed hourly; any partial hour will be charged as an hour.
- All time, including setup and clean up, is billable time.
- Rentals are one-time use only. Ongoing/recurring rental are not permitted.
- Groups and individuals using the facility are responsible for orderly behavior and must conform to all state and federal laws, city ordinances, and individual facility rules and regulations.

SET UP/ MAINTENANCE

- The Chapel Event Center will be set up for normal, daily use. Each group is responsible for returning the Chapel Event Center to the normal set up or clearing the space entirely. Guidance can be provided by the employee on duty.
- Each group will assume responsibility for providing support services, decorations, setting up, and breaking down. Linens are not provided.
- Renters are responsible for clearing the premises of all decorations, food, equipment, etc. by the end of the event.
- Items provided by rental companies such as linens, tables, chairs, glassware, flatware, china, etc. must be delivered and removed during the rental hours. This is necessary to avoid potential conflicts with other scheduled events.
- When the space is available, day before setup is available as rentable billable time.
- Any items left at the premises after 30 days of an event become the property of the City of Raleigh.

DECORATIONS

- Attaching items to the walls, windows, doors or woodwork is not allowed.
- Tables and equipment must not be pushed up against the walls or have bases or legs that may damage floors.
- Fire precautions prohibit the use of any open flame. This includes, but is not limited to, candles and sparklers.
- All decorations are to be removed after the event.
- The City of Raleigh Parks, Recreation and Cultural Resources Department is not responsible for decorations or belongings left before or after an event.

FLORISTS

- Florists will need to furnish containers for all flower arrangements.
- Every container holding water must have an underlining tray or liner to prevent water/moisture seepage.
- The renter is responsible for the florist's compliance with these rules.

CATERERS

- Caterers and the renter are responsible for providing preparation tools, china, crystal, eating utensils, etc.
- The caterer or rental party should provide a person to circulate during the event and clear glasses, bottles, etc. as they are discarded.
- Any food or liquids spilled on furnishings, floors, or rugs shall be cleaned immediately by the caterer and/or renter. Spills must be reported immediately to the staff member on site. Any damage to furnishings is the responsibility of the renter.
- At the conclusion of the event, all table tops and surfaces on which food or beverages have been placed must be cleaned. Any damage to furnishings is the responsibility of the renter.
- All trash is to be placed in specified containers.
- All recyclables are to be placed in recycling bins.

MUSIC/DANCING

- Music is allowed inside and outside of the Chapel Event Center in the defined use area. The renter must always comply with the City of Raleigh amplified music Code of Ordinance sec.12-5003 (http://library.municode.com/HTML/10312/level3/DIVIICOGEOR_PT12LIRE_CH5NO.html).
- Floating dance floors are allowed in the event lawn area outside of the Chapel. No staking is allowed on the event lawn.
- Extension cords must be 12 volt and placed in locations not to impede pedestrian traffic or pose a safety hazard. Extension cords are not provided by the City of Raleigh.

TENTS/TENTED AREA

- Tents are allowed on the Event Lawn.
- Potential uses: Dancing/Band Area, Additional Seating, Cocktail Hour, etc.
- No tent shall be in excess of 40 ft x 40 ft
- Attaching tent to the structures, such as the light posts, is not allowed.
- All tents/canopy require a no smoking sign and an extinguisher.
- No staking is allowed, all tents must be weighted with approved devices.
- Electrical access is available on the event lawn.
- If the date before your rental is available, tents and other outdoor rental items can be set up the day before and taken down the day after. This must be approved by the rental coordinator.
- City of Raleigh staff are not responsible for any rented items left overnight or otherwise.

INFLATABLES

- Any inflatables at events will require an additional form to include with event.
- Inflatable must be provided by approved vendor

OCCUPANCY

- Occupancy of the Chapel Event Center is as follows:
 - 200 seated dinner/reception
 - 400 seated in rows of chairs
 - 500 standing/floating

SMOKING

- Smoking is not permitted in the Chapel, on the event lawn, or in the garden area. Smoking is only allowed in the parking lot.
- Open flames are not permitted. (An exception is made for chaffing dishes only).
- If renter, guests or support staff are seen smoking on City of Raleigh property, it will result in an automatic withholding of your security deposit.

ALCOHOL BEVERAGES

- Only wine, champagne and beer are permitted in the Chapel Event Center and outside on the event lawn and gardens area. No liquor is allowed.

- The renter is solely responsible for liability from consumption of alcohol by guests on the premises.
- There is a non-refundable Alcohol Permit fee of \$100.00 that must be paid at time of application.
- The renter must also return the signed and notarized alcohol permit at time of application.
- For events serving alcohol and more than 150 guests, it is required that an off-duty Raleigh Police Department officer be hired for \$50/hour. Off-duty officers are secured by facility staff at least two weeks in advance of the rental date. There is a 3-hour minimum fee required for all off-duty officers.

DAMAGE DEPOSIT

- The \$250 damage deposit is used to cover any damage that may occur during the setup, event, and clean-up time.
- The deposit will be returned to the renter as collected (check or credit card) within 4 to 6 weeks of the rental provided there is no damage and the renter conformed to the contract.
- Additional rental charges as determined by staff will be billed to the renter.

Additional Rental Contract Terms

- All trash accumulated during the rental time must be placed in trash bins behind the adjacent building by the renting party, or security deposit will not be refunded. The location will be shown during the pre-event walk through. This includes things like bottle caps, napkins, etc. These are a risk to maintenance crews when mowing the property, so they must be picked up and placed in bins behind the building.
- The client will not exceed maximum occupancy of the Chapel.
- Dix Park is not responsible for any lost, stolen, or damaged items.
- The client will be responsible for any damage that exceeds normal wear and tear.
- The client is aware that Dix Park is a public park, and that park activity will not be limited due to event rental.
- Dix Park staff is assigned to the rental and will be at the Chapel Event Center during reserved times.
- Padded florist wire, ribbon, or chenille pipe cleaners are recommended to secure approved decorations.
- Temperature settings for the thermostat may be adjusted by park staff only.
- Materials such as birdseed, rose petals, confetti, and soap bubbles are not allowed inside the building. Soap bubbles are allowed on the grounds. Birdseed, rose petals, confetti and the like are not allowed on the grounds.
- A pre-event walk through is required within 1 month of the event to ensure all details are clear for day-of logistics.
- Fees are not negotiable.

Signature of Applicant _____ **Date** _____

My signature verifies that I have read, understand, and will abide by the information on this page, the general rules pages, and any site-specific rules.

Chapel Event Center- Rental Request

General Event Information (completed by renter)

Main Contact Person's Name: _____

Email address: _____

Telephone: _____

Type of Event: _____

Requested Rental Date: _____ Requested Time: _____

(note: all set-up and break-down must take place during the allotted rental time)

Requested Set-up date: _____ Time: _____

Describe Set-up in detail:

Number of Tables Needed: 6ft Rounds (20): _____ 6ft Rectangular (15): _____ 24" Cocktail (10): _____

Number of Chairs Needed (164 available): _____

Will you be using a tent on the event lawn?: _____

Will you be using our AV system?: Audio (Microphones) _____ Projector & Screen _____

Caterer Name & Telephone No. (If event will be self-catered please write "self-catered"):

Florist Name & Telephone Number:

Rental Company Name & Telephone Number:

List any other vendors you are contracting with your event & telephone number

Day-Of-Event Contact Person Name & Telephone Number:

RENTAL INQUIRY FORM

parks.raleighnc.gov



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Thank you for your interest in reserving space at Raleigh Parks, Recreation and Cultural Resources (Raleigh Parks) for your upcoming event. **Completion of this form is not a rental guarantee.**

APPLICANT INFORMATION

First Name _____ Last Name _____ DOB ____/____/____

Applicant must be at least 18 years of age and will be responsible for the entire event.

Organization _____ Profit Federal Non-Profit: EIN# _____

Organizations, please note: Non-profit status requires entry of your federal EIN #. The applicant/representative is authorized to enter into financial agreements for the organization and acknowledges that all payments and refunds will be issued to the organization at the address listed below.

Mailing Address _____ City _____ State _____ Zip _____

Primary Phone _____ Email _____

Park/Facility _____ Room/Space _____

Date of Event _____ Event Start Time _____ End Time _____

Note: Time should include any set-up and clean-up time needed. Set-up and clean-up are the responsibility of the renter.

Number of Participants: Adults _____ + Minors _____ = Total _____

Please indicate the number of the following you are requesting, if available (indoors only). Tables _____ Chairs _____

What type of event are you having? Please describe:

Please check any of the following you plan to have or bring to your event. Please note some items are only allowed at select locations

Conditions of use can be found on pages 2-3 of this form.

- | | | |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Food | <input type="checkbox"/> Music |
| <input type="checkbox"/> Amusement Rides | <input type="checkbox"/> Food Truck or Food Vendor | <input type="checkbox"/> Amplified Music |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Professional Caterer | <input type="checkbox"/> Band or Live Music |
| <input type="checkbox"/> Carnival, Festival or Fair | <input type="checkbox"/> Other | <input type="checkbox"/> DJ |
| <input type="checkbox"/> Competition (including races) | <input type="checkbox"/> Generator | <input type="checkbox"/> Party Planner/Professional Decorator |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Grill <input type="checkbox"/> Charcoal <input type="checkbox"/> Propane | <input type="checkbox"/> Portable Tents/Shade Structures/Canopies |
| <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Hot Air Balloon | <input type="checkbox"/> Professional Photographer |
| <input type="checkbox"/> Electronic Device | <input type="checkbox"/> Inflatables/ Air Jumpers | <input type="checkbox"/> Teen/Young Adult Party (ages 13-20) |

Other (Please Describe):

RENTAL INQUIRY FORM

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ADDITIONAL INFORMATION

Is your event open to the public? Yes No

If your event is open to the public, will you be giving away food, products, or information? Yes No

Will you be charging admission, soliciting, selling items, including food and beverages, or accepting donations at your event? Yes No

Is your event going to be advertised? Yes No If so, how? _____

Will there be any sponsorship of your event? Yes No If so, who? _____

Will you need access to electricity? Yes No

Note: Not all outdoor locations have access to electricity / access is not guaranteed.

Will you need access to water? Yes No

Note: Not all outdoor locations have access to water.

For outdoor rentals, what is your inclement weather plan?

STAFF USE ONLY

Date Received _____

Time Received _____

Tier _____

Please read and initial that you understand and will comply with ALL of the following:

_____ **Alcohol:** Consumption of malt beverages and unfortified wines is permitted only at certain Raleigh Parks. Liquor is not permitted. An alcohol permit is required. There is a charge for this permit.

_____ **Amusement Rides:** All rides must adhere to the State of North Carolina Department of Labor Amusement Division regulations in addition to all Raleigh Parks regulations and requirements.

_____ **Animals:** All animal contact exhibits must comply with all regulations and requirements as provided by Raleigh Parks.

_____ **Assembly Permit:** Rentals with 100 or more people in attendance may require an assembly permit to be completed.

_____ **Carnivals, Festivals, Fairs:** Additional documentation may be required depending on the scope of the event, including assembly permit, certificate of insurance, inflatables permit, etc.

_____ **Competitions (including races):** A Certificate of Insurance will be required. Additional documentation may also be required depending on the scope of the event.

_____ **Dances:** Requests for dances require a letter of intent from the renter at least 30 days prior to the date of the event. A certificate of insurance is required. Renter must comply with all other regulations and requirements as provided by Raleigh Parks.

_____ **Electronics:** Raleigh Parks electronic devices may be available for use for an additional fee. Please check with the facility to see what electronic equipment may be available. Renters may also utilize their own electronics as long they check to ensure the devices are compatible with the facility prior to the event.

_____ **Food:** Any rental with food must comply with all regulations and requirements as provided by Raleigh Parks.

_____ **Generators:** Any rental utilizing a generator must comply with all regulations and requirements as provided by Raleigh Parks.

RENTAL INQUIRY FORM

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- _____ **Grills/Deep Fryers:** Charcoal grills and single propane grills meeting ASTM manufacturer ratings are allowed in designated areas. Pellet-type grills or home-made grills are not allowed. "Pit style" grilling, i.e. digging a hole into the ground to cook, is not allowed on park property. Grills are not allowed inside of buildings. The grills must be at least 20 feet away from any structure and must have 12 feet of clearance from any vertical obstruction. Propane grills must have a fire extinguisher on site. Deep fryers must have a Type K fire extinguisher on site. Deep fryers must be located away from playgrounds, storm drains and natural water sources. If a charcoal grill is used, the charcoal must be removed from City of Raleigh property at the end of the event.
- _____ **Hot Air Balloons:** All tethered hot air balloons must comply with all regulations and requirements as provided by Raleigh Parks.
- _____ **Inflatables:** Inflatables/Air jumpers (moon bounces) are NOT to be set up in any Raleigh Parks location without a permit. There is no charge for this permit. Inflatables must be rented from a Raleigh Parks approved vendor. It is the responsibility of the renter to submit the completed form to the site manager for approval at least 14 days prior to the event. For a list of sites approved for inflatables/air jumpers, please consult with the facility handling your rental.
- _____ **Music, including DJs, Band or Amplified Music:** DJ/Amplified music may not interfere with other facility/park programs or rentals. All City of Raleigh noise Ordinances must be followed. Violation may result in renter being asked to leave park property prior to the end of the rental. No refund will be granted.
- _____ **Open Flame:** No candles, lanterns, tiki torches, or open flames (sternos allowed under chafing dishes if disposed of off-site).
- _____ **Parking:** Parking is allowed in designated areas only and is on a first-come, first-served basis.
- _____ **Payment:** Payment in full is due at time of reservation, including all additional fees, except for ongoing rentals. Payments may be made in the form of cash (exact change only), check, or credit card. All reservation fees made 30 days or less must be made by cash, money order/cashier's check or credit card.
- _____ **Police:** Off-duty police officers will be required for certain rentals at the renters' cost.
- _____ **Portable Tents, Shade Structures, and Canopies:** All tents will be equipped at a minimum with appropriate tie downs (not staked). All tents will have the following: 5lb (A-2, BC-10) fire extinguishers (mounted) and "No Smoking" signs. There are additional requirements that shall apply based on size, type, and location of larger tents.
- _____ **Professional Caterer:** Events that will utilize a professional caterer will require a Catering Permit. There is no charge for this permit. It is the responsibility of the renter to submit the completed form to the site manager for approval at least 14 days prior to the event.
- _____ **Professional Photographer:** If the purpose of your rental is to take professional photographs or to shoot video, then the professional photographer you are using will need to have a Raleigh Parks photography permit. There is a charge for this permit, and it is good for one year.
- _____ **Public Events:** These are events where attendance is not limited to invitation only or membership. An event is considered public if it is being advertised through public media, such as the Internet/social media, TV, or radio. A certificate of insurance is required. Soliciting patrons is not permitted. Additional documentation may be required.
- _____ **Refund Policy:** In the event the renter cancels, all rentals will follow the Raleigh Parks refund policy.
- _____ **Restrooms at Outdoor Spaces:** Restroom access is not guaranteed for outdoor rental spaces (i.e. picnic shelters).
- _____ **Teen/Young Adult Parties:** Renter must comply with all dance and young adult party regulations and requirements as provided by Raleigh Parks.

I understand that I if I have provided any false information, my event may be canceled prior to or during the event at the discretion of facility staff and will result in the forfeiture of fees and deposits and denial of any current or future rental applications. I certify that I have read, understand, and will abide by all Raleigh Parks rules and regulations that pertain to my rental.

Signature _____ Date _____

Chapel Event Center – Rental Request

Fee Cost Worksheet (completed by renter)

Rental Site	Time Requested*:	Total Hours	Rate/Hour	Total Amount
Weekday Rental (min 4 hours)	_____ to _____	_____	\$248/hour	_____
Weekend Rental (min 4 hours)	_____ to _____	_____	\$468/hour	_____
Damage Deposit			\$250.00	\$250.00
Non-refundable Application Fee (for cottage, field, and amphitheater rentals):			\$15.00	\$15.00
PRCR Alcohol Permit Fee (Non-refundable):			\$100.00	\$100.00
Off-Duty RPD (min 3 hours)	_____ to _____	_____	\$50/hour	_____
Cleaning Fee (Non-Refundable)			\$100.00	\$100.00
AV Fee (Non-Refundable)			\$100.00	\$100.00
			Total Fee	_____

Payment Information

To pay by credit card (Visa, Mastercard, American Express), visit reclink.raleighnc.gov to make payment or contact us at 919-996-3255 to schedule an in-person appointment.

To pay by check or money order, make it payable to City of Raleigh and mail or deliver along with your application to the Chapel contact us at 919-996-3255 to schedule an in-person appointment or mail to:

Dix Park Chapel
 1030 Richardson Drive
 Raleigh, NC 27603

Refund Policy

- 100% refund/credit/transfer if Department cancels program or facility rental.
- All refund requests received in writing at least 14 or more days in advance of the start date of a program/rental/team placement are entitled to either:
 - a) 100% transfer/credit of fees to another RPRD program at time of withdrawal
 - b) 85% refund based on total cost of a program/rental.
- Refund/credit/transfer requests received less than 14 days prior to start date of a program/rental/team placement will not be granted.
- Refunds for medical reasons requested prior to the start date of program/rental/team placement will be granted at 100% subject to verification.
- Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.
- A transfer must be requested at the time of withdrawal.
- A credit may be used by any family member on the same registration account.

The \$250.00 damage deposit will be returned to the Renter after the event provided all terms of the contract were satisfied with no damage to the house and grounds. Refunds are returned 4-6 weeks following the event date.