

Dix Park

Outdoor Event Venues - Rental Application

Outdoor event venues at Dix Park are booked on a first come first serve basis. To complete the rental process, all applicants must contact and meet 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 dates can be reserved up to 12 months in advance.

Rental Fees:

Picnic Shelters

- Magnolia Picnic Shelter- \$26/hour
- Oak Picnic Shelter- \$26/hour

Open Spaces

- Chapel Event Lawn - \$83/hour (outdoor lawn use only)
- Adams Field - pricing \$83/hour
- Flowers Field - \$83/hour
- Harvey Hill - \$39/hour
- Outdoor Classroom - \$26/hour

All outdoor rental venues require a two hour minimum reservation.

All Venues:

\$100- Security/Damage deposit (refundable)

\$15- Processing fee (non-refundable)

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

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

Items required for all rentals:

- Outdoor Event Venue Rules and Guidelines (3 pages)
- Rental Inquiry Form (3 pages)
- Full Payment (due upon receipt of invoice)

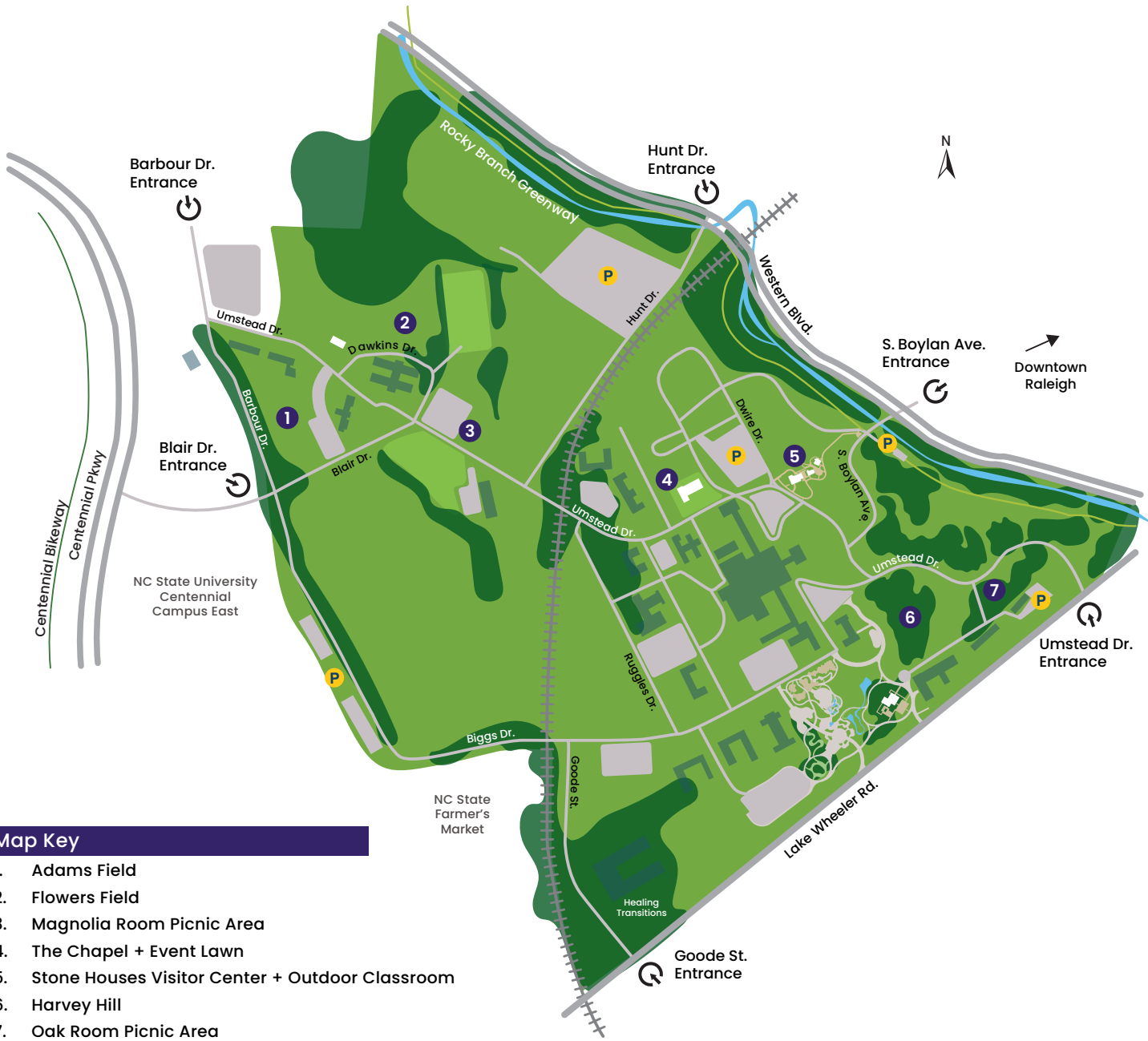
Items required if your event will be catered. These are due 30 days before your event:

- 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.

Return all applicable forms for review by emailing events@dixpark.org or dropping them off by appointment only.



Map Key

- 1. Adams Field
- 2. Flowers Field
- 3. Magnolia Room Picnic Area
- 4. The Chapel + Event Lawn
- 5. Stone Houses Visitor Center + Outdoor Classroom
- 6. Harvey Hill
- 7. Oak Room Picnic Area

Dix Park

Outdoor Event Venue Rules and Guidelines

Outdoor event venues at Dix Park are booked on a first come first serve basis. To complete the rental process, all applicants must contact the Dix Park Rental Coordinator at events@dixpark.org or 919-996-3255.

Rental dates can be reserved up to **12 months** in advance.

General Information for all Rental Venues

- All necessary forms and permits must be submitted no more than 30 days or less than 14 days in advance of rental.
- Renters are responsible for cleaning and vacating at the end of the rental time. Renters assume all responsibility for removing all decorations, food, trash, equipment, etc. immediately following the event. All trash must be removed from the rental space at the end of the event.
- Personal golf carts, four wheelers, or dirt bikes are prohibited from the field.
- The consumption of alcoholic beverages of any kind is prohibited anywhere in the park, except when a Raleigh Parks, Recreation and Cultural Resources Department alcohol permit has been completed, including fees, and permission has been granted.
- Tents, inflatables/air jumpers, generators are restricted to designated areas of the park and can be accommodated by advance request. Dunking booths, water slides, pony rides, etc. are not allowed.
- Pets are allowed on park property when confined by owner or restrained on a leash no longer than 6 feet (Raleigh City Code Sec. 12-3007). All pet waste must be disposed of.
- The City of Raleigh is not responsible for lost, damaged, or stolen property of the park users. Please keep your valuables in a safe, secure place.
- All City of Raleigh ordinances, policies and procedures apply.

Rules and Guidelines for all Rental Venues

- Rental venues are available to rent 6pm Friday – 6am Monday. Rentals during business hours M-F will be reviewed and approved on a case-by-case basis to ensure no impacts is occurring with DHHS operations.
- Set-up is permitted in designated areas only as depicted in the event set-up maps.
- No infrastructure (tents, stages, inflatables) may be placed in tree protection areas or plant beds.
- All structures must be anchored by weighted devices. Staking of structures is prohibited.
- Vehicles may not drive on grass areas unless specific ingress and egress paths are approved in advance by the Dix Park Management.
- Items may not be attached to trees, buildings, light poles, or other park infrastructure and these park fixtures may not be moved or altered.
- Portable restrooms are available on site. The Chapel Event Center also has indoor restrooms during public operating hours.
- Electricity or water access is not available within the park. Events must provide these resources.
- Events will not have indoor access to park building facilities except the Chapel during public operating hours.
- Events may only use approved parking locations.
- Condition of the park must be returned to its pre-event state at the conclusion of the event. Renter is responsible for all damages to park property and will be billed accordingly. A damage deposit will be charged for all events.

- Renter is responsible for communicating all rules and regulations to guests and vendors participating in event and for the enforcement of all rules and regulations for the duration of the event.
- In the event of inclement weather or other emergency situations, the City reserves the right to cancel all reservations in alignment with Parks, Recreation and Cultural Resources refund policy.

Tents

- 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.
- No electrical access is available.
- Tents can only be set up and broken down during the rented time. Tents can not be set up before a rental time or broken down after the rental time is over.

Inflatables

- Any inflatables at events will require an additional form to include with event.
- Inflatables must be provided by approved vendor.
- There is no power available at Dix Park. A generator must be provided.
- Generators- Gas powered generators may be used on site and must follow all safety precautions.

Smoking

- Smoking is not permitted in the outdoor venue area. Smoking is only allowed in parking lots.
- Open flames of any kind are not permitted.

Alcohol Beverages

- Only wine, champagne and beer are permitted if an alcohol permit is obtained for the rental. 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 \$100 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.

The Chapel Event Lawn

- Event Lawn rentals only include use of the outdoor space.
- Optional: \$30/hour Supervisory Fee for indoor restroom accessibility within the Chapel Event Center outside of normal operating hours.

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 \$100.00 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.

Should any park rules be violated, the City has the right to immediately revoke permits and cancel the event with no refund. Violators may also be subject to damage fines, suspension, citations and/or arrest.

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.

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

parks.raleighnc.gov



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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 _____