

Dix Park

The Chapel

The facility is booked on a first come first serve basis. To complete the rental process, all applicants must submit their application through RecLink and work with the Dix Park Team at dixpark.rentals@raleighnc.gov or 919-996-3255. Once the application has been reviewed, all forms have been signed, and full payment is received a receipt will be sent confirming your rental date(s) and times.

Rental Times: The Chapel is available for rent Monday-Friday 7:00AM – 11:00PM* and Saturday-Sunday 9:00AM – 11:00PM. There is a minimum rental time of 2 hours per day Monday - Friday. There is a minimum rental time of 4 hours per day Saturday - Sunday. **Dependent on number of expected guests during normal business hours.*

Rental dates must be requested within 14 days, and can be reserved up to 12 months in advance.

Items required if your event will be catered. These are due 14 days before your rental:

- Catering Permit

Items required if your event will have alcohol. These are due 14 days before your rental:

- Notarized alcohol permit application
- \$100 alcohol permit fee
- \$75/hour Off-Duty Raleigh Police Dept – required for rentals hosting 150+ people and alcohol.

Items required if your event will have inflatables. These are due 14 days before your rental:

- Inflatable permit

A pre-event walk-through meeting with facility staff is required within 30 days of your event. Dix Park staff will reach out to schedule. Options for in-person or virtual will be available.

Return all applicable forms for review by emailing dixpark.rentals@raleighnc.gov or dropping them off by appointment only.

The Chapel Rules and Guidelines

What is Included

The rental of The Chapel includes the following:

- Use of main event hall
- Use of downstairs lobby
- Use of upstairs lounge and balcony (note: upstairs area is not accessible for those with mobility restrictions)
- Use of catering kitchen (weekday rentals share this space with staff)
- Use of an additional preparation room (conference room) is available for weekend rentals
- Use of outdoor Event Lawn (includes access to power)
- Use of (20) 6' round tables, (15) 6' rectangle tables, (10) 24" cocktail tables, and 164 chairs. Round tables and chairs are permitted for indoor use only, rectangle and cocktail tables may be used outside.
- 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 rentals 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

- Renters are responsible for setup and breakdown of all rental equipment, arrangement and disposal of decorations, provision of linens, and acquisition of support services.
- The Chapel must be returned to its original state. There are posted guidelines shown in our storage closets and guidance can be provided by the employee on duty.
- Renters are responsible for clearing the premises of all decorations, food, equipment, etc. by the end of the event.
- Renters are responsible for removing all trash generated during their rental. A nearby dumpster is available for disposal, and park staff can direct you to its location upon request.
- 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.
- Day-before setup may be requested, subject to availability. A minimum rental of 2 hours Monday-Friday and 4 hours on Saturday-Sunday is required.
- 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 on the premises 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.
- Florists must be made aware that no flame is permitted.

Caterers

- Chaffing dishes are permitted and must be monitored throughout the duration of their use.
- 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 in the approved 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/DIVIICOGGEOR_PT12LIRE_CH5NO.html).
- Floating dance floors are allowed on 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 Areas

- 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.
- Tents and all other rental equipment must be set up and removed during your reserved rental time. If additional setup or breakdown time is needed, it may be purchased, subject to availability.
- City of Raleigh staff are not responsible for any rented items left overnight or otherwise.

Inflatables

- Any inflatable at events will require an inflatable permit form due within 14 days of your rental.
- Inflatable must be provided by approved vendor. Approved vendors will be provided by Dix Park staff or PRCR staff upon request.
- The Chapel Event Lawn can host one inflatable. No staking is allowed.

Occupancy

Occupancy of The Chapel is as follows:

- 200 seated dinner/reception
- 400 seated in rows of chairs
- 500 standing/floating

Smoking

- Smoking is not permitted at City of Raleigh Parks.
- 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 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. The permit is due within 14 days of your event.
- For events serving alcohol and more than 150 guests, it is required that an off-duty Raleigh Police Department officer be hired. One officer is required for every 150 guests, at a rate of for \$75/hour per officer. 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 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.
- AV equipment should be controlled by park staff only. This does not include personal equipment.
- Materials such as birdseed, rose petals, confetti, and soap bubbles are not allowed inside the building. Soap bubbles are allowed outdoors. Birdseed, rose petals, confetti and the like are not allowed on the grounds.
- A pre-event walk through is required within 30 days of the event to ensure all details are clear for day-of logistics. Staff will reach out to schedule the pre-event walk through. The meeting can be in person or virtual.
- Fees are non-negotiable.

Payment Information

To pay by credit card (Visa, Mastercard, American Express), visit reclink.raleighnc.gov to make payment. Payments over the phone can be made by contacting the Business Office at 919-996-4800.

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 rental date 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 rental date will not be granted.
- Refunds for medical reasons requested prior to the rental date 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.

Parking Agreement

Dix Park is expecting a significant increase in visitors. This increase will likely affect parking availability throughout the entire park. To ensure all parties are aware of this anticipated change, renters will need to acknowledge and agree to the following:

Parking is available on a first-come, first-served basis. Nearby parking at rental sites is not guaranteed. Reserved parking of any kind is prohibited.

These limitations pertain to all venues at the Dix Park, including both indoor and outdoor rentals.

Renters will need to acknowledge and agree to 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.

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.

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