

Dix Park

Outdoor Venues

Outdoor event venues at Dix Park are 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 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

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

Outdoor Rentals 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 Team at dixpark.rentals@raleighnc.gov or 919-996-3255.

General Information for all Rental Venues

- All necessary forms and permits must be submitted 14 days in advance of rental date.
- 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. Set up and breakdown must occur within your rental time. 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

- 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.
- No staking is allowed, all structures must be weighted with approved devices.
- 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 also has indoor restrooms during public operating hours. Permanent restrooms can be found at the Stone Houses, Visitor Center, Gipson Play Plaza, House of Many Porches, and Flowers Cottage during hours of operation.
- Electricity or water access is not available within the park. Renters must provide these resources and coordinate with Dix Park staff.
- All parking lots are first come first serve and cannot be reserved or held.
- Condition of the park must be returned to its pre-event state at the conclusion of the rental. 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 and Infrastructure

- Attaching tent to the structures, such as the light posts or trees, 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, furniture, and infrastructure can only be set up and broken down during the rented time. Infrastructure can not be set up before a rental time or broken down after the rental time is over.

Inflatables

- Any inflatables will require an additional form to include, due 14 days before your rental.
- Inflatables must be provided by approved vendor. Approved vendors will be provided by Dix Park staff or PRCR staff upon request.
- 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 at City of Raleigh Parks.
- 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. The

permit is due within 14 days of your rental.

- For events serving alcohol and more than 150 guests, it is required that an off-duty Raleigh Police Department officer be hired for \$75/hour. Staff will determine the number of required officers. 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 outside of normal operating hours.

Payment Information

To pay by credit card (Visa, Mastercard, American Express), visit reclink.raleighnc.gov to make payment over the phone, contact the Business Office at 919-996-4800. Payments are required to be made within 7 days. Cash and check payments are accepted by appointment only. Please notify rental staff in advance if you plan to pay using one of these payment methods.

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:
 - α. 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 \$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.

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 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.

