Dorothea Dix Park

Outdoor Event Venues- Rental Application
rev 6-10-2021

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 Fees
Picnic Shelters

- Magnolia Picnic Shelter- $24/hour with a minimum of 2 consecutive hours
- Oak Picnic Shelter- $24/hour with a minimum of 2 consecutive hours

Open Spaces

- Flowers Field- $75/hour with a minimum of 2 consecutive hours
- Harvey Hill- $35/hour with a minimum of 2 consecutive hours
- The Grove- $75/hour with a minimum of 2 consecutive hours
- Williams Field- $35/hour with a minimum of 2 consecutive hours

All Venues
$100- Security/Damage deposit (refundable)
$15- Processing fee (non-refundable)
$100- Alcohol Permit fee if applicable (non-refundable)

Items required for all rentals:
____Chapel Event Center Rules and Guidelines (2 pages)
____Rental Inquiry Form (2 pages)
____Fee Worksheet (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

Return all applicable forms to events@dixpark.org or dropped off at the Chapel Event Center during normal operating hours or by appointment.

Dorothea Dix Park – Visitor Map
N
Hunt Dr. Entrance
Barbour Dr.
Centennial Bikeway Connector
Centennial Pkwy
Umstead Dr.
Cemetery
Flowers Field
Dawkins Dr.
Sunflower Field
Hunt Dr.
Western Blvd.
Rocky Branch Greenway
Downtown Raleigh
S. Boylan Ave.
S. Boylan Ave. Entrance
Barbour Dr.
Blair Dr.
Williams Field
Blair Dr. Entrance
Blair Dr.
Chapel
Dwire Dr.
S. Boylan Ave.
The Grove
Umstead Dr.
Umstead Dr.
Ruggles Dr.
Harvey Hill
Umstead Dr. Entrance
Biggs Dr.
Big Field
NC State University Centennial Campus
Temporary Dog Park
Biggs Dr.
Goode St.
NC State Farmer's Market
Lake Wheeler Rd.
Goode St. Entrance
Park Hours
Dix Park is open seven days-a-week from dawn until dusk.
Map Key
Park Entrance
Trail Head
Cemetery
Chapel
Magnolia Room
Oak Room
Park History
Park Info
Go Raleigh Bus Stop
Temporary Restroom
Railroad
Public Parking
During business hours M-F, park visitors are to use Public Parking only. All parking lots are available to park visitors weeknights & weekends.
Dorothea Dix Park
dixpark.org | info@dixpark.org

Outdoor Event Venues- Rules and Guidelines

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 not 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.
- Porta johns 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.
- Inflatable 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 are not permitted. (An exception is made for chaffing dishes only).

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.

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.

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.

Raleigh Parks, Recreation and Cultural Resources
Rental Inquiry Form

Thank you for your interest in Raleigh Parks, Recreation and Cultural Resources (PRCR) for your upcoming event.
In order to best meet your rental needs, please complete the form below. *Completion of this form is **not** a rental guarantee*.

Applicant/Representative Name _____
(*Applicant must be at least 18 years of age and will be responsible for the entire event.)*

Organization (if applicable) circle one: Profit Non-Profit:_____

☐ Federal Non-Profit with IRS 501(c)(3) Status 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.)

Address _____

City/State/Zip _____ Email _____

Phone Number _____ Secondary Phone Number _____

Park/Facility _____ Room/Space _____

Date of Event: _____ Event Start/End Time: _____

Rental Start Time (including SET UP): _____ Rental End Time (including CLEAN UP): _____
(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 at or bring to your event *(Please describe as specified with line. Please note some items are only allowed at select locations. Conditions for of use can be found on the back of this form)*:

- ☐ Alcohol
- ☐ Amusement Rides
- ☐ Animals
- ☐ Carnival, Festival or Fair
- ☐ Competition (including races)
- ☐ Dance
- ☐ Deep Fryer
- ☐ Electronic Device
- ☐ Food:
  - ❍ Professional Caterer
  - ❍ Food Truck or Food Vendor
  - ❍ Other food:_____
- ☐ Generator
- ☐ Grill:
  - ❍ Charcoal: onsite or other (circle)
  - ❍ Propane
  - ❍ Other:_____
- ☐ Hot Air Balloons
- ☐ Inflatables
- ☐ Music:
  - ❍ Amplified music:_____
  - ❍ Band
  - ❍ DJ
- ☐ Professional Photographer
- ☐ Portable Tents/Shade Structures/Canopies
- ☐ Teen/Young Adult Party (ages 13-20)

☐ Other (please describe) _____

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 ? If so, how? _____

Will there be any sponsorship of your event? If so, who? _____

Will you need access to electricity? *(Note: Not all outdoor locations have access to electricity / access is not guaranteed)* ☐ Yes ☐ No

Will you need access to water? *(Note: Not all outdoor locations have access to water)* ☐ Yes ☐ No

For outdoor rentals, what is your inclement weather plan? _____

PLEASE TURN OVER TO COMPLETE FORM

(For Staff Use Only)

Date Received:_____ Time Received: _____ Tier:_____

Approved for use: 10/14/2020

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 City of Raleigh Parks, Recreation and Cultural Resources facilities. 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 PRCR regulations and requirements.

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

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

_____ **Carnivals, Festivals, Fairs**: Additional documentation may be required depending on the scope of your 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 your event.

_____ **Dances**: Rental requests for dance require a letter of intent from the renter at least 30 days prior to the date of the event. A certificate of insurance will be required. Renter must comply with all other regulations and requirements as provided by PRCR.

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

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

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

_____ **Grills/Deep Fryers**: Charcoal grills and single propane grills are allowed in designated areas. They are not allowed inside of buildings. The grills must be at least 15 feet away from any structure and not under coverage. They must be able to be hand-carried to the location - vehicle access may not be available. Propane grills must have a fire extinguisher on site. Deep fryers must have a white fire extinguisher on site. If a charcoal grill is used, the charcoal must be disposed of off park property.

_____ **Hot Air Balloons:** All tethered hot air balloons must comply with all regulations and requirements as provided by PRCR.

_____ **Inflatables:** Inflatables/Air jumpers (moon bounces) are NOT to be set up in any City of Raleigh Parks, Recreation and Cultural Resources without a written permit. There is no charge for this permit. Inflatables must be rented from a City of Raleigh approved vendor. Once the applicant has completed the permit form, it shall be his/her responsibility to submit the form for approval at least 14 days prior to the event date. For a list of sites approved for inflatables/air jumpers, please consult with the facility handling your rental.

_____ **Music: 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 or open flame *(sternos are allowed under chafing dishes only 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 to be completed by the caterer. There is no charge for this permit. Once the caterer has completed the permit form, it is the responsibility of the renter to submit the form to the respective park or community center office 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 PRCR 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 PRCR 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 PRCR.

_____ **Mass Gathering Limits:** Rental group size must comply with City of Raleigh established mass gathering limits at the date and time of the rental.

_____ **COVID-19 Guidelines**: Renter must comply with all applicable guidelines from the Centers for Disease Control (CDC) and other federal, state, and local public health agencies to minimize spread and exposure of the COVID-19 virus.

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 PRCR rules and regulations that pertain to my rental.

Signature: _____ Date: _____

Dix Park- Outdoor Event Venues Rental

Fee Cost Worksheet (completed by renter)

Rental Site	Time Requested*:	Total Hours	Rate/Hour	Total Amount
Magnolia Picnic Shelter	_____ to _____	_____	$24/hour	_____
Oak Picnic Shelter	_____ to _____	_____	$24/hour	_____
Flowers Field	_____ to _____	_____	$75/hour	_____
The Grove	_____ to _____	_____	$75/hour	_____
Williams Field	_____ to _____	_____	$35/hour	_____
Harvey Hill	_____ to _____	_____	$35/hour	_____
Other Open Space	_____ to _____	_____	$35/hour	_____
PRCR Alcohol Permit Fee (Non-refundable):			$100.00	_____
Damage Deposit			$100.00	$100
Non-refundable Application Fee (for cottage, field and amphitheater rentals):			$15.00	$15
			Total Fee	_____

**A 2-hour minimum is required for all spaces*

Payment Information
To pay by credit card (Visa, Mastercard, American Express), visit reclink.raleighnc.gov to make payment or visit the Chapel during operating hours (Tue & Thu 6pm-9pm; Sat 10am-4pm; Sun 12pm-5pm)

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 during operating hours (Tue & Thu 6pm-9pm; Sat 10am-4pm; Sun 12pm-5pm) 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.