

Brier Creek Community Center

Rental Information



Picnic Shelter

Rental Rate: \$20 per hour (2 hour min.)

Capacity: 80

Attributes: 8 tables, charcoal grill

**Add multi-purpose field at \$35 per hour*

**Inflatables prohibited without approval*

**Alcohol is prohibited*

Art Room (large room)

Rental Rate: \$65 per hour (2 hour min.)

Capacity: 49

Square Ft: 950

Attributes: mirror, chairs, tables, dry erase board w/pull down screen

A/B (extra large room)

Rental Rate: \$75 per hour (2 hour min.)

Capacity: 99

Square Ft: 1988

Attributes: mirror, chairs, tables, dry erase board w/pull down screen

Gymnasium

Rental Rate: \$85 per hour (2 hour min.)

Maximum Capacity: 768

Attributes: air conditioning, rubber flooring, basketball goals, bleachers

Warming Kitchen

Rental Rate: \$25 per hour (2 hour min.)

Attributes: microwave, refrigerator, stove, oven, connects to multipurpose room with serving counter.

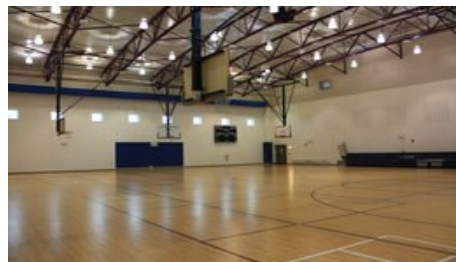
General Rental Fees

Non-refundable Application Fee: \$15 (Indoor only)

Security/Damage Deposit: \$100 (Indoor only)

Supervisory Fee: \$20 per hour (before/after center operating hours)

Start application process: 919-420-2340 or brier.creek@raleighnc.gov



Hours of Operation:

Monday-Friday	7am-9pm
Saturday	9am-3pm
Sunday	1pm-6pm

PARKS, RECREATION
AND CULTURAL
RESOURCES

Brier Creek Community Center
10810 Globe Rd.
Raleigh, NC 27617
919-420-2340
brier.creek@raleighnc.gov

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Frequently Asked Questions:

When can I start setting up? You will be able to access the space at the start of your reserved rental time. The renter will have access to the available requested equipment and may begin setting up at this time.

Who is responsible for cleaning? The renter is responsible for cleaning up the space. This includes, but is not limited to, sweeping, mopping, taking out the trash and putting away chairs and tables.

Can I put decorations in the room? All decorations must be free standing, not taped to the walls (no tacks may be used on tables or walls). The renter is responsible for any damage caused. All decorations, including balloons, must be removed at the end of the rental. No glitter/confetti are allowed.

Are tables and chairs available? Tables and chairs may be used by rental groups based on availability. We have 6' gray rectangular tables and blue stacking chairs. Please request the number of tables and chairs needed at time of reservation.

How late may I rent the space? The facility may be rented as early as 5am and as late as 11pm. The renter is responsible for supervisory fee for rentals outside of operating hours.

When is payment due? Full payment is due at the time of booking. No partial payments will be accepted.

Rental Guidelines

- Renters are responsible for the behavior of their guests. The rental group must remain in the rented area and all rooms must be supervised.
- Rental equipment and supplies may not be left at the facility outside of rental hours.
- Alcohol and smoking is prohibited
- One additional staff may be required for over 100 participants, which is paid for by renter.
- All renters must abide by the rules and regulations. Rentals may be cancelled if policies are not followed.

Dance Party Requirements:

- A written description of the event must be submitted prior to reserving the space for approval.
- A guest list must be provided at least 48 hours prior to the event. Only those on the guest list will be allowed in the facility. Guests are not permitted to return after leaving the facility
- Off-duty RPD police officer(s) must be on the premises during the event.
- Certificate of Liability Insurance may be required.
- There must be one adult (25 and older) for every 12 minors (17 and younger).

Making a Reservation

1. Call or email the center to verify that the date and space requested is available. All spaces are first come, first serve. Reservations must be booked and paid no less than 14 days prior to the event.
2. Determine the amount of time needed for your event. Renters must allow for setup and cleanup in time rented. All rooms must be rented for a minimum of 2 hours
3. Return rental inquiry to center staff for review. Center staff will be in contact within 48 business hours with any questions and to start contract process.
4. Return signed contract and make payment (payment can be made via cash, check, credit card, or money order). If additional forms are required, they will be due at time of booking. Other forms may be required dependent on rental parameters—those include: Certificate of Insurance, Catering Permit, Assembly Permit, Vendor/Concession/Admission.
5. All cancellations/refunds will follow the departments refund policy.
 - Refund requests received in writing with at least 14 days of notice are entitled to 85% refund/credit/transfer of eligible rental fees.
 - Refund requests received with less than 14 days of notice will not be granted.