Reserving a Space

1) Verify that the facility, date and time is available. Reservations may be made no more than 1 year or no less that 14 days in advance.

2) Submit completed rental inquiry form and full payment. Things to consider when completing the form:
   - The time needed for your event, which must include set up and clean up time.
   - IS driving inside the park is needed for set up, clean up, vendors, or guest access. $20 per hour gate fee is required.

3) Complete additional requirements as needed based on the event activities. Requirements may include, but are not limited to:
   - Certificate of Insurance: Million dollar policy listing the City as additionally insured.
   - Catering Permit: If caterer is serving food.
   - Assembly Permit: If event is expecting more than 100 people.
   - Vendor/Concession/Admission form: If money is taken in on City property.
   - PRCR Alcohol Permit: If having alcohol at the cottage or shelters. Must be returned at least 3 weeks prior to rental date.
   - Inflatable Permit: A permit must be filled out and an approved City of Raleigh vendor used.

4) All cancellations/refunds/Transfers will follow the departments policy.
Unique Facilities

Shelter Spaces

Outdoors Spaces

**Anderson Point Cottage**

**Base Rate** *(4 hour min)*:  
- **Resident**: $110/hour  
- **Non-Resident**: $160/hour

**Capacity**: 50 (seated); 70 (standing)

**Information**: Historic charm, wood floors, warming kitchen, small private parking lot.

**Cottage Tours**: View a virtual tour at [www.raleighnc.gov](http://www.raleighnc.gov) or call to set up a live tour.

**Large Shelter**

**Base Rate** *(2 hour min)*: $20/hour

**Capacity**: 200

**Features**: 28 Picnic tables (not movable), 2 charcoal grills, water fountains, located near public restrooms and parking lot. Electricity is not guaranteed. Outdoor water source not available. Gate fee may be needed for driving access to space.

**Small Shelter**

**General Rate** *(2 hour min)*: $12/hour

**Capacity**: 50

**Information**: 12 Picnic tables (not movable), charcoal grill, water fountains, near public restrooms & playground. Located 1/3 mile from parking lot. There is no electricity or water spigot.

**Amphitheater**

**Base Rate** *(2 hour min)*: $60/hour

**Capacity**: 200

**Information**: Electricity, tables and chairs are not provided. Gate fee may be needed for driving access to space. View a virtual tour at [www.raleighnc.gov](http://www.raleighnc.gov).

**Fields and Open Spaces**

**Base Rate**: $35/hour

**More Information**: Inflatable tents (only approved vendors) are allowed with permit and reserved field, there is no electricity on fields, tents must be weighted, and renter must pay gate fee to drive into park.

**Rental Fees**

**Rental Rates** - The rental rate may change based on the type of rental in accordance to PRCR Fees and Charges Policy. Fees listed are the base rate.

**Rental Application Fee** - $15 non-refundable fee

Fee required for cottage, field & amphitheater rentals.

**Security/Damage Deposit** - $250 flat fee

Fee required for cottage rentals only. It may be returned after the rental date, minus any fees assessed.

**Gate Fee** - $20 per hour

Fee required to have gate open for renters to drive inside park to shelters or fields.

**Alcohol Permit Fee** - $100 non-refundable fee

Fee required with completed form when applicable.