

Rental Guidelines

- Reservations may be made up to 6 months and no less than 14 days in advance.
- There is a two-hour minimum on all rentals.
- Full payment, including all fees, and a signed rental agreement, are due at time of booking in order to reserve the space.
- There is a \$20 per hour supervisory fee for any rental time outside of our regular operating hours.
- Renters are responsible for setting up tables, chairs, and any other equipment, as well as returning the room to its original condition by the end of the rental period.
- The following additional forms may be required:
 - *Alcohol Permit:* Must be notarized and submitted for approval at least 30 days before the rental date.
 - *Assembly Permit:* Required if expecting more than 100 people.
 - *Certificate of Insurance:* A liability policy, listing the City of Raleigh as an additional insured, in the amount of \$1,000,000 is required for all rentals open to the public.
 - *Catering Permit:* Required if using a caterer to serve food.
 - *Vendor/Concession/Admission Fee:* Required if selling merchandise or charging admission fees.
- All cancellations/refunds will follow the departmental refund policy.

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. Any requested equipment will also be available at this time.

Who is responsible for cleaning?

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

Are tables and chairs available?

The tables and chairs may be used by the renter, based upon availability. We have 16 six-foot rectangular tables, 18 four-foot square tables, 60 black padded chairs, and 85 red plastic/metal chairs with armrests. Please indicate the approximate number of tables and chairs needed at the time of reservation. Availability will depend on other rentals or programs that are taking place in the building at the same time.

How late may I rent the space?

Rentals must be cleaned up and vacate the building by midnight (12 AM) at the latest.



Rental Information



Anne Gordon Center for Active Adults at Millbrook Exchange Park

1901 Spring Forest Road

Raleigh, NC 27615

Phone: 919-996-4720

Fax: 919-431-8090

annegordoncenter@raleighnc.gov

parks.raleighnc.gov

Regular Operating Hours

Monday-Friday 9:00 am-6:00 pm



RALEIGH Parks,
Recreation and
Cultural Resources
parks.raleighnc.gov

Anne Gordon Center for Active Adults at Millbrook Exchange Park

The listed hourly rates are for the general public holding private events. There is a 20% surcharge for business use and non-profits organizations may qualify for a 10% discount.

The large multi-purpose room (A+B) holds a maximum of 119 people or about 100 people **with table seating**. *\$75 per hour*. It can be divided into two separate rooms, see below.

Wireless internet is available throughout the facility.



Side A: Holds 50*-60 people, and has a whiteboard and AV system access including: sound, microphones, projector, screen, BluRay/DVD and connections for laptop and audio players. *\$65 per hour*



Side B: Holds 50*-59 people and has a pass through window to the kitchen. *\$65 per hour*



The “warming” kitchen is equipped with a flat top stove, oven, dishwasher, microwave, and is wheelchair accessible. *\$25 per hour*



The “classroom” holds 20*-25 people, and is equipped with a whiteboard and TV with laptop and HDMI connections. *\$40 per hour*

Additional Fees

Rental Application Fee **\$15 Flat Fee**

This non-refundable fee is required for all rental applications.

Supervisory Fee **\$20 per hour**

Required for all rentals that take place after normal operating hours.

Damage Deposit **\$100 Flat Fee**

Required for all rentals and will be refunded upon the completion of the rental, minus any time overage, cleaning, or damage fees that may be assessed. Deposits paid by credit card will be credited within 4-6 business days. Deposits paid by any other method will take approximately 2-4 weeks to be returned.

Electronics Fee **\$25 Flat Fee**

This fee is charged for the use of house sound, microphones, video projector, and projection screens in Room A or A+B.

Alcohol Permit Fee **\$100 Flat Fee**

This non-refundable fee is required to obtain a permit to consume alcohol on park property. It must be notarized and returned at least 30 days prior to rental. Alcohol is limited to the indoor consumption of malt beverages, (i.e. beer), and unfortified wines and champagne only. Liquor is not permitted on site.