



# 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.*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Male ☐ Female  
(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.)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Phone Type: ☐ Cell ☐ Home ☐ Work

Email \_\_\_\_\_

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 use can be found on the back of this form):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Alcohol                       | <input type="checkbox"/> Food:                           | <input type="checkbox"/> Hot Air Balloons                         |
| <input type="checkbox"/> Amusement Rides               | <input type="radio"/> Professional Caterer               | <input type="checkbox"/> Inflatables                              |
| <input type="checkbox"/> Animals                       | <input type="radio"/> Food Truck or Food Vendor          | <input type="checkbox"/> Music:                                   |
| <input type="checkbox"/> Carnival, Festival or Fair    | <input type="radio"/> Other food: _____                  | <input type="radio"/> Amplified music: _____                      |
| <input type="checkbox"/> Competition (including races) | <input type="checkbox"/> Generator                       | <input type="radio"/> Band  |
| <input type="checkbox"/> Dance                         | <input type="checkbox"/> Grill:                          | <input type="radio"/> DJ  |
| <input type="checkbox"/> Deep Fryer                    | <input type="radio"/> Charcoal: onsite or other (circle) | <input type="checkbox"/> Professional Photographer                |
| <input type="checkbox"/> Electronic Device             | <input type="radio"/> Propane                            | <input type="checkbox"/> Portable Tents/Shade Structures/Canopies |
|  | <input type="radio"/> Other: _____                       | <input type="checkbox"/> 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: \_\_\_\_\_

**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 meeting ASTM manufacturer ratings are allowed in designated areas. Pellet-type grills or home-made grills are not allowed. "Pit style" grilling, e.g. 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 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 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: \_\_\_\_\_

**BRIER CREEK CC – RENTAL COST WORKSHEET** (to be filled out by renter)

	Time Requested				
	From	To	# of hours	Rate/Hour	Total
A/B (extra-large) room	_____	_____	_____	\$75	_____
Art (large) room	_____	_____	_____	\$65	_____
Gym	_____	_____	_____	\$85	_____
Kitchen ( <i>warming only</i> )	_____	_____	_____	\$25	_____
Shelter	_____	_____	_____	\$20	_____
Field	_____	_____	_____	\$40	_____
*Supervision Fee	_____	_____	_____	\$30	_____
	(Indoor only) Refundable Damage/Security Deposit:				\$100
	(Indoor only) Application Fee:				\$15
	<b>TOTAL:</b>				_____

*\*Required for before/after-hours indoor rentals*

Upon receiving this form back, the Center Director or Assistant Director will contact you with any questions and prepare a rental contract if the space is available for rent. To book, the contract must be returned and approved before we can take payment. Your rental is not secured until we receive your contract and payment is made.

Just a reminder on some areas we tend to get questions on:

- To secure this rental, you must return the contract, be approved and make payment. We will hold the rental for 48 business hours while we wait for the rental paperwork to be returned and payment made. After this period, the rental will be released to the next renter who requests the room.
- Any rental outside of regular hours of operation are dependent upon staff availability (this will be confirmed by the Center Director or Assistant Director) before the final contract is prepared and payment is made) and require an additional \$30/hour supervision fee.
  - Monday-Friday – 7:00am-9:00pm
  - Saturday – 9:00am-3:00pm
  - Sunday – 1:00pm-6:00pm
- The rented time is the only time you will have access to the room. Rented time will need to include your setup and breakdown/cleanup. All sign in, food serving, and other activities will need to be limited to rented area. No signage will be allowed outside of your rented space.
- If you need access to the kitchen (refrigerator, oven, microwave), we will need to add this time to your rental for the cost of \$25 per hour for a minimum of 2 hours. Please include this time (above) it is needed for your rental.
- Please be sure to keep us in the loop of any changes we need to be aware of. This allows us to ensure your event goes as smoothly as possible on the day of your rental.
  - Some examples of changes we need to be made are aware of include catering, attendance numbers, entertainment, etc.
- Please help us keep the building looking it's best. No thumb tacks/tape should be used to hang items on our walls/ceilings. Only free-standing decorations will be allowed. No glitter or confetti are allowed in the building. All sterno must be disposed of off-site.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_