

## Rental Guidelines

1. There is a two-hour minimum on all rentals.
2. Reservations must be made no less than 14 days in advance.
3. Full payment at the time of booking is preferred. Payment plans may be arranged. Booking must be paid in full 30 days prior to the event date.
4. The following additional forms may be required:
  - **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.
  - **Assembly Permit:** Required if expecting more than 100 people.
  - **Vendor/Concession/Admission Fee:** Required if selling merchandise or charging admission fees.
  - **Alcohol Permit:** Required for all events serving alcohol. Events serving alcohol may be required to hire an off duty police officer.
5. All cancellations/refunds will follow the departmental refund policy.
6. Renters will be responsible for setting up tables, chairs, or other equipment used, as well as returning the room to its original state at the end of the rental period. A cleaning service is available for an additional charge.
7. Teen parties and dances have additional requirements. Please see staff for details.

## Additional Fees:

- **Rental Application Fee - \$15 Flat Rate**  
This non-refundable fee is required for all rental applications.
- **Supervisory Fee - \$20 Per Hour**  
Required for all rentals taking place after operating hours. Large events may require an additional staff.
- **Security/Damage Deposit - \$100 Flat Fee**  
Required for all rentals. Will be returned upon the completion of the rental, minus any time overages 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 4-6 weeks to be returned.
- **Electronics Fee - \$25 Flat Rate**  
This fee is charged for the use of house sound, microphones, video projectors, and projection screens.
- **Alcohol Permit Fee - \$100 Flat Rate**  
Alcohol Permit Form must be notarized and returned at least 2 weeks prior to event. Alcohol is limited to malt beverages, such as beer, unfortified wines, and champagne. Liquor is not permitted on site. Events with alcohol may require an off duty police officer. Off duty officer will be billed at \$50/hour.
- **Cleaning Fee - \$80 Flat Rate**  
Renters may choose to utilize our cleaning service to clean upon the completion of their rental time. Renters will still be required to spot clean and remove their decorations.

## 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.

### ***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 trash removal. Renters may choose to use our cleaning service for an additional fee.

### ***Are tables and chairs available?***

Yes. We have 20-6' rectangular tables, 5-48" round tables, 10-48" square tables, and 135 black chairs. Please indicate the number of tables and chairs needed at the time of reservation.

### ***How late may I rent the space?***

Rentals may not extend past 11:00 PM. Renters must be prepared to vacate the building by the end of the rental time period indicated in the contract.

# Five Points Center

## Rental Information



***A state of the art event space located in the historic Five Points area.***

**2000 Noble Road  
Raleigh NC 27608  
919.996.4730**



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





**Ballroom**

**Rental Rate:**

1 section	\$75 per hour
2 sections	\$150 per hour
3 sections	\$225 per hour

**Capacity:** 50-75 per section *(Room set up will determine capacity)*

**Attributes:**

- Room can be divided into smaller rooms via partitions or opened up into one large ballroom.
- Wood floor and large windows offer a picturesque view.
- Built in projectors, screens, and house speakers in each section are available for an additional charge.
- Built in stage, perfect for a couples' table, cake display, or DJ.



**Large Warming Kitchen**

**Rental Rate:** \$25 per hour

**Attributes:**

- Commercial warming racks
- Dishwasher
- Refrigerator
- Large prep table
- Stand alone ice maker
- Separate entrance for caterer



**Covered Patio**

**Rental Rate:** Included in the rental of any space

**Attributes:**

- Recessed lighting
- Ceiling fans
- Outdoor furniture
- Easy access from ballroom and lobby



**Pre-Event Reception Area**

**Rental Rate:** Included in the rental of any space

**Attributes:**

- Countertop bar, perfect for serving food or beverages
- Small refrigerator
- Sink

