

Raleigh Trolley Rental Packet (Updated December 2018)

The Raleigh Trolley can be rented Tuesday – Sunday from 10am-10pm provided it is available for use. The Raleigh Trolley is not available for use on Mondays. The Raleigh Trolley can be rented for transportation purposes or for private chartered tours of Downtown Raleigh. To check the availability, please contact Vanessa Jeter, Historic Sites Rental Manager.

To reserve the Raleigh Trolley, a completed rental application and full payment must be returned to Vanessa Jeter, Historic Sites Rental Manager by email, fax, or mail. Please note that a rental is not confirmed until payment has been processed and you have received a receipt.

Vanessa Jeter

c/o Mordecai Historic Park Visitor Center
1101 Wake Forest Road
Raleigh, NC 27604
Email: vanessa.jeter@raleighnc.gov
Phone: 919-996-4363

Rates, Fees, and Deposit

The rental time frame is from the time of pick up at the first location to the time of drop off at the last location. Rentals must consist of consecutive hours. Please note that any overage of time will be charged at \$200 per hour or any part of an hour.

In all cases there is **\$15 application fee** and **\$100 refundable damage deposit** required. The application fee is non-refundable, but the damage deposit will be returned after your rental provided that your contract is not broken. Refund of the damage deposit can take between 4-6 weeks to process.

Transportation: When renting the trolley for transportation services, the cost is **\$100/hour** with a 2 hour minimum. This cost includes the trolley and the driver.

Chartered Downtown Tour: When renting the trolley for a chartered tour, the cost is **\$200 for an hour long tour**. This cost includes the trolley, driver, and guide. All tours begin and end at Mordecai Historic Park (1 Mimosa Street). If you wish to have the trolley pick up and drop off at a different location within Wake County, there is an additional \$50 fee.

Rental Policies and Rules

- The trolley can travel anywhere within Wake County.
- The trolley comfortably seats 26 people.
- There is no food or drink allowed on the trolley, excluding water bottles.
- There is no smoking allowed on the trolley. If smoking occurs on the trolley, the driver may refuse service.

- There is **no alcohol** allowed on the trolley. If alcohol is brought on the trolley, the driver may **refuse** service.
- Signs may be attached to the exterior of the trolley using zip ties or suction cups only. Do not use tape of any kind. Any damage to exterior paint will be the financial responsibility of the renter.
- All trash must be removed from the trolley by the renter.
- Renters and guests are not allowed to stand on the back balcony of the trolley while the trolley is moving. Pictures may be taken from the balcony only while the trolley is parked.
- Any adjusts to rental time and trolley stops/route must be provided to Vanessa Jeter, Historic Sites Rental Manager, 30 days prior to the rental date. Staff will do their best to accommodate changes made within the 30 days, but this is not guaranteed.
- Raleigh Trolley drivers and staff are not responsible for looking up or knowing about street closures. This is solely the responsibility of the renter. In the case that there is a street closure, Raleigh Trolley drivers will do their best to reroute the trolley and get the renter as close to their destination as possible.
- Raleigh Trolley drivers have the right to turn music volume down if it is affecting their ability to safely drive the trolley.
- Raleigh Trolley drivers have the right to refuse to drive, maneuver, or park the trolley in a way that could endanger the safety of any person or property.
- The Raleigh Trolley is a vehicle. In the case of unforeseen mechanical issues, staff will work to accommodate the renter to the best of their ability.
- Failure to abide by the policies or rules will result in the loss of the renter's \$100 damage deposit.**

Payment

- Payment can be issued via cash, check (made out to the City of Raleigh), Visa, Master Card, or American Express.

Refunds

- In the case that the City of Raleigh Parks, Recreation and Cultural Resources department cancels the rental, and 100% refund, credit, or transfer of fees will be given.
- All refund requests must be made in writing at least 14 or more days in advance of the start date of the rental. Refund requests are entitled to either a) a 100% transfer/credit of fees to another PRCR program at the time of withdrawal or b) 85% refund based on the total cost of the rental
- Refund requests received less than 14 days prior to the start date of the rental will not be granted.
- Refunds for medical reasons requested prior to the start of the rental will be granted at 100%, subject to verification.
- A credit may only be used by any family member of the same registration account.

RALEIGH PARKS AND RECREATION DEPARTMENT
GENERAL INFORMATION FORM
RALEIGH TROLLEY USAGE

Renter's Name _____

Phone Number (w) _____ (h) _____ (p/c) _____

Email Address: _____

Date of Use _____ Hours of Use from _____ to _____

(Trolley is available daily from 10am-10pm. Availability may be limited on certain days.)

Name of Organization (if applicable) _____

This organization is: (Circle one) For Profit Non-Profit Individual/Family

(City policy applies a 20% surcharge to rental fees for for-profit businesses and applies a 10% discount to non-profit 501c3 organizations upon presentation of EIN number for verification.)

Number of persons you expect to attend _____ (Form 1) Number under 18 years old _____

Proposed use of Trolley _____

Name of Responsible Person Title in Organization (if applicable)

Address City/State/Zip Phone – Day/Evening/Pager/Cell

I understand that approval of this request does not imply exclusive use of any park/facility/trolley by our group. I have read the accompanying documentation and certify that my group will abide by all. I understand that failure to follow these rules and any others imposed by the City for the good of the group and general public will automatically terminate this agreement. I understand that the rental rate is subject to review and change. The discharge of cooking grease or grease from other sources to the City's Sanitary Sewer is a violation of the City's Sewer ordinance (Raleigh City Code 8-2113(a)(14)). I understand that I am responsible for the safety and care of the facility and of the persons attending. I agree that the City of Raleigh retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

Refund Policy

- 100% refund/credit/transfer if Department cancels program or facility rental
- All refund requests received in writing at least 14 or more days in advance of the start date of a program/rental/team placement are entitled to either a) 100% transfer/credit of fees to another RPRD program at time of withdrawal b) 85% refund based on total cost of program/rental.
- Refund/credit/transfer requests received less than 14 days prior to start date of program/ rental/team placement will not be granted.
- Refunds for medical reasons requested prior to the start date of program/rental/team placement will be granted at 100% subject to verification
- Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.
- A transfer must be requested at time of withdrawal.
- A credit may be used by any family member on the same registration account.

This rental can only be *confirmed* when General Information Form, Site Specific Forms, and Fees are received. Checks should be made payable to the "City of Raleigh".

Completed reservation forms and payments must be submitted a minimum of 30 days prior to rental date.

Signature of Responsible Person (must be 21+ years old)

Date

Facility Supervisor or Designated Staff

Date

My initials in this box verify that I have read, understand and will abide by the information on this page, given to me on this date.

Initials of Renter

Date

RALEIGH PARKS AND RECREATION DEPARTMENT
SITE SPECIFIC REQUEST FORM – RALEIGH TROLLEY

TROLLEY IS NOT ALLOWED TO TRAVEL OUTSIDE OF WAKE COUNTY.
TROLLEY RENTALS CAN OCCUR BETWEEN 10AM-10PM PENDING AVAILABILITY.

Contact Name _____

Contact's Phone(w) _____ (h) _____ (p/c) _____

Date of Use _____ Hours of Use _____

Pick-up location and destinations (please attach an additional sheet if necessary):

***Rental Rates:**

- \$100 an hour
(City policy applies a 20% surcharge to rental fees for for-profit businesses and applies a 10% discount to non-profit 501c3 organizations upon presentation of EIN number for verification.)
- \$100 refundable damage deposit
- \$15 non-refundable application fee
- Minimum of two hours
- Fees includes trolley and driver
- Inclusive hours are from your initial pick-up point to final drop-off point.
- Damage deposit should be returned to you in approximately six weeks after your rental, assuming no damage was done to the trolley and the contracted rental time was not exceeded.

***Charter Rates:**

- A one hour private tour of downtown is \$200.
(City policy applies a 20% surcharge to rental fees for for-profit businesses and applies a 10% discount to non-profit 501c3 organizations upon presentation of EIN number for verification.)
- The fee includes the trolley, driver, and guide.
- The pick-up and drop off for these charter tours is Mordecai Historic Park.
- A fee of \$50 is charged for pick-up and drop off for charter tours at any location in Wake County other than Mordecai Historic Park.
- \$100 refundable damage deposit.
- \$15 non refundable application fee
- Damage deposit should be returned to you in approximately six weeks after your rental, assuming no damage was done to the trolley.

*** Full payment of hours plus the damage deposit, application fee, and the accompanying paperwork are required to reserve the trolley.**

* Completed Trolley reservations are contingent upon: 1) payment for hours requested, 2) payment of damage deposit, 3) completed paperwork and 4) our being able to secure a driver.

*Completed reservation forms and full payment must be received a minimum of 30 days prior to requested date of use

* Maximum capacity at one time: 26 people

* Maximum speed for the trolley is 35 mph – please plan your trip time accordingly.

* Trolley does not allow smoking, drinking, eating, or alcohol. Violation of the policy will result in a \$100 fee.

* Please refer to refund policy on the General Information Form.

Please initial the following:

_____ I understand there is not food or drink allowed on the trolley and that violation of this policy results in a \$100 fine.

My initials in this box verify that I have read, understand and will abide by the information on this page, given to me on this date.

Initials of Renter

Date

Raleigh Trolley
RALEIGH PARKS AND RECREATION DEPARTMENT
RELEASE AND INDEMNITY AGREEMENT

EQUAL OPPORTUNITY: The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, D.C. 20240.

**CITY OF RALEIGH
RELEASE AND INDEMNITY AGREEMENT**

WHEREAS, the undersigned has requested the use of services, equipment, or facilities belonging to or under the auspices of the CITY OF RALEIGH, North Carolina, and do engage in activities for the executive benefit of the undersigned; and
WHEREAS, the CITY OF RALEIGH does not wish to be liable for any damages arising from personal injury or property damage sustained thereby;
NOW, THEREFORE, In consideration of the mutual promises and other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors or administrator, and personal representatives:

A. Assume full responsibility for any personal injury or any damage to his/her personal property which may occur directly or indirectly in the course of (fully describe the activity/rental and date of occurrence)

B. Fully and forever release and discharge the CITY OF RALEIGH, its agents, officials, and employees, from any and all claims, demands, damages, rights or action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above described activity/rental.

C. Agree that it is the intent of the undersigned that this RELEASE AND INDEMNITY AGREEMENT shall be in full force and effect any time after the execution hereof.

Name of Person Responsible for Rental

Dated at Raleigh, NC the ____ day of
20____, at ____ o'clock pm/am

Signature of person Responsible for Rental (must be at least 18 years old)

Address, City, State and Zip

Telephone Number day/evening/pager/cell

WITNESS:

Signature

Signature

Payment Section – Required for all Renters

Payment and completed contract must be received to hold reservation slot.

Name of Responsible Party _____

Address _____

City/State/Zip Code _____

Signature _____ Date _____

Calculating Trolley Rental Fees:	Number of hours or tours	Subtotal
TRANSPORTATION: _____ \$100/hour (2-hour minimum, 8-hour maximum)	# of hours _____ x \$100	\$ _____
HISTORIC CHARTER TOUR: _____ \$200/one-hour tour	# of tours _____ x \$200	\$ _____
_____ \$50 for unique location pick-up and drop-off of passengers (Not Mordecai Historic Park)	Non-Mordecai Pick-up/Drop-off is \$50 extra	\$ _____
TRANSPORTATION OR CHARTER TOURS: _____ \$100 security/damage deposit (Refunded 4-6 weeks after rental provided all terms of contract were satisfied without damage to the trolley.)	N/A	\$100
_____ \$15 Application Fee (non- refundable)	N/A	\$15
Total Due: \$ _____		

To pay by credit card (Visa, Mastercard, American Express), please call the Rental Property Manager directly to provide your credit card information once you have turned in your rental application. That number is: 919-996-4363.

To pay by check or money order, make it payable to City of Raleigh and mail or deliver along with your application to:

**Mordecai Historic Park/Rental Property Manager
1101 Wake Forest Road
Raleigh, NC 27604**

Cash payments must be made in person at Mordecai Historic Park Visitor Center, 1101 Wake Forest Road, Raleigh, NC 27604, during regular business hours, Tuesday – Friday, 9 am – 4 pm, or by appointment.

Refund Policy –

- 100% refund/credit/transfer if Department cancels program or facility rental.
- All refund requests received in writing at least 14 or more days in advance of the start date of rental are entitled to either:
 - a) 100% transfer/credit of fees to another RPRD program at time of withdrawal
 - b) 85% refund based on total cost of a program/rental.
- Refund/credit/transfer requests received less than 14 days prior to start date of rental will not be granted.
- Refunds for medical reasons requested prior to the start date of rental will be granted at 100% subject to verification.

- Cancellations due to inclement weather may be rescheduled pending availability.
- A transfer must be requested at the time of withdrawal.
- A credit may be used by any family member on the same registration account.