

Raleigh Parks, Recreation and Cultural Resources 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.*

Applicant/Representative Name _____
(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.)

Address _____

City/State/Zip _____ Email _____

Phone Number _____ Secondary Phone Number _____

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)		Approved for use: 07/01/2017
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 (inc. 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.

_____ **Generators:** Any rental utilizing a gas generator must comply with all regulations and requirements as provided by PRCR.

_____ **Food:** Any rental with food must comply with all regulations and requirements as provided by PRCR.

_____ **Grills/Deep Fryers:** Charcoal grills and single propane grills are allowed in designated areas. They are not allowed inside of buildings. The grills must be at least 15 feet away from any structure and not under coverage. They must be able to be hand-carried to the location - vehicle access may not be available. Propane grills must have a fire extinguisher on site. Deep fryers must have a white fire extinguisher on site. If a charcoal grill is used, the charcoal must be disposed of off park property.

_____ **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.

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: _____

Millbrook Exchange, Eastgate and Honeycutt Supplemental Rental Information

Renter's Name _____

Park/Facility _____

Requested _____

Date & Time Requested _____

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.

Office Use Only:

Office Use Only:	Given	Rec'd
* General Information Form	_____	_____
* Permit/City Code/Rules and Regulations Information	_____	_____
* Site Specific Request Form	_____	_____
* Release/Hold Harmless Agreement	_____	_____
(1)\$15 Rental Non-refun. App Fee	_____	_____
(2)Assembly Permit	_____	_____
(3)Catering Permit	_____	_____
(4)Certificate of Insurance	_____	_____
(5)Vendor/Concession/Admission Fee	_____	_____
Fee Amount _____ Sec Dep _____ Refund _____		
Check # _____ Receipt # _____		
MasterCard _____ Visa _____ Amex _____		
Card Number _____ Exp date _____		

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 RPRCRD program at the time of withdrawal
 - b) 85% refund based on the total cost of a program/rental.
- Refund/credit/transfer requests received less than 14 days prior to the start date of a 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 canceled due to inclement weather may be rescheduled pending space 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.

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

Date

Facility Supervisor or Designated Staff

Date

**Raleigh Parks, Recreation and Cultural Resources Department:
Millbrook Exchange Center, Eastgate Park, and Honeycutt Park**

Room(s) Requested:	Time Requested*:	No. of Hours*	Rate/Hour	Total
<u>-Millbrook Center</u>				
Room 1	_____ to _____	_____	\$65/hr	_____
Room 2	_____ to _____	_____	\$65/hr	_____
Gym	_____ to _____	_____	\$85/hr	_____
Kitchen	_____ to _____	_____	\$25/hr	_____
Shelter 1	_____ to _____	_____	\$12/hr	_____
Shelter 2	_____ to _____	_____	\$12/hr	_____
Patio	_____ to _____	_____	\$12/hr	_____
<u>-Eastgate Park</u>				
Center	_____ to _____	_____	\$55/hr	_____
Shelter	_____ to _____	_____	\$12/hr	_____
Multipurpose field	_____ to _____	_____	\$35/hr	_____
<u>-Honeycutt Park</u>				
Shelter	_____ to _____	_____	\$15/hr	_____
Sand Volleyball Court	_____ to _____	_____	\$20/hr	_____
Baseball Field	_____ to _____	_____	\$35/hr	_____
Basketball Court	_____ to _____	_____	\$35/hr	_____
<u>-EXTRA FEES</u>				
Supervision Fee	_____ to _____	_____	\$20/hr	_____
Damage Deposit (indoor rentals):			\$100.00	_____
Non-refundable Application fee (indoor rentals):			\$15.00	_____

*There is a minimum of 2 hours for each rented space.

Total Fee: _____

Rules & Regulations Governing Rental of Parks, Recreation and Cultural Resources Facilities

General Information

- 1) Reservations will be accepted no later than 90 days in advance of the intended reservation date and no earlier than fourteen (14) calendar days prior to the intended reservation date unless space is available and staff can be secured.
- 2) Any necessary permits must be completed and returned at least 14 days in advance of rental date.
- 3) Full payment must be made before the rental is confirmed.
- 4) Rental guests must park in appropriate parking lots that are provided at the park. Renters should not park on the side of the road or block any fire lanes.
- 5) The damage deposit is required for indoor rentals in case damage occurs or rental goes beyond allotted time.
- 6) All times, set-up, event, and clean up, will be enforced. The renter will be charged the regular hourly rental rate, plus any extra fees for rentals that go beyond the scheduled time.
- 7) All City of Raleigh Codes and Raleigh Parks, Recreation and Cultural Resources Rules and Regulations apply. Please see Rules and Regulation/Permit/City Code Information Pages.
- 8) Food and drinks may not be allowed in all parts of the facility you are renting, i.e. the gym or carpeted areas. Please check with your site for more information.
- 9) If rented, the kitchen may only be used to keep food warm and cold as needed. The kitchen cannot be used to prepare or cook food.
- 10) Each building facility may have additional rules. Please check with your site for more information.

Staffing

- **Millbrook:** An employee must be on duty when Millbrook Exchange Community Center indoor facilities are in use. If a rental requires opening a building during non-operating hours, an hourly supervision fee must be paid at time rental is confirmed.
- **Eastgate:** Eastgate is operated using a part-time caretaker. The caretaker will open and close the building for you but will not be on hand during your rental unless requested and paid for in advance.
- **Honeycutt:** Honeycutt Picnic Shelter is an unstaffed facility.

Set-Up and Clean-Up

- 1) Set-Up and Clean-Up time must be included in your rental hours. The facility will not be available to you until the time that you have designated on your rental request form. This information must be finalized two weeks (14 days) prior to the event.
- 2) Your group will be responsible for setting up all equipment including tables and chairs. The room will not be set up for you.
- 3) Groups using the facility must leave it clean and in the order in which it was found. This includes, but is not limited to: cleaning, breaking down and stacking chairs and tables in their appropriate places; vacuuming/ sweeping/mopping floors; and taking garbage bags to the dumpsters/receptacles located outside.
- 4) No decorations shall be attached to the walls, ceiling, or floors without the permission of the facility supervisor. Decorations must be completely removed immediately following use (including balloons and tape on/under tables). NO NAILS. Thumbtacks and pushpins allowed only on appropriate boards or tack strips.
- 5) Extra clean-up work required of the custodial staff will result in loss of security deposit and an additional clean up fee.
- 6) 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, part of the Raleigh City code. (8-2113(a)(14))
- 7) Appropriate items must be thrown into recycling container located in the building, not into the garbage can.
- 8) No property of Raleigh Parks, Recreation and Cultural Resources is to be removed from the premises for any reason.

Supervision

A parent or guardian must sign the application of any minor or youth group requesting the use of a facility and must provide adequate adult supervision for such events as defined by the Raleigh Parks, Recreation and Cultural Resources. There must be at least one adult age 21 per every 10 minors below the age of 18. Chaperone names and phone numbers will be required prior to the rental date. The Department will determine when and how many Operations and/or Security City Personnel are needed on site during your event. These staff will be at the expense of the renter.

Equipment

Rental fee includes utilities, normal maintenance and the use of facility equipment such as tables and chairs, provided this equipment is not already scheduled for department activities. All equipment requests must be made prior to the rental date. Parks and Recreation employees will only supply what has been reserved, if it is available. Additional supplies or equipment are the responsibility of the group renting the facility. If your group is using a tent, please see the Permit/City Codes Information Sheet. The City does not rent tents. Advance approval of the Raleigh Parks, Recreation and Cultural Resources Department must be received before personal equipment or supplies can be left on the premises beyond the stated reservation time or date. Raleigh Parks, Recreation and Cultural Resources cannot be held responsible for damages or loss of such equipment and supplies. Personal equipment and supplies must be removed immediately following the event.

Picnic Shelter Rentals

- 1) Vehicles are not permitted to at the shelter; all vehicles must park in the main parking lot and all items should be walked to the shelter.
- 2) Charcoal grills are available at both shelters (If you bring in an additional grill you must walk it to the shelter and position it on concrete and away from flammables. Charcoal may not be disposed of on park grounds.)
- 3) All grills should be doused with water before leaving the site (Raleigh City Code Sec. 9-2019).
- 4) Please be aware that walk-up park users are allowed to use the bathroom facilities at Honeycutt and Eastgate Parks.
- 5) Power outlets may not be available at the picnic shelters.
- 6) Picnic shelters are cleaned on an annual schedule, and not necessarily right before a renter's event.
- 7) Picnic tables are not unlocked for the renter. Picnic tables must be left in the location and condition found.
- 8) At the end of your rental at a picnic shelter, you must dispose of all trash and decorations into appropriate containers.

I have read and understand the above Rules and Regulations Governing General Rental of Parks, Recreation and Cultural Resources Center Facilities. I understand that not following these set rules constitutes a breach of contract and will result in further action from the department in the form of removal of event from park property or additional fees.

Renter Name _____ Date _____

EQUAL OPPORTUNITY: The City of Raleigh Parks, Recreation and Cultural Resources 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.

Raleigh Parks, Recreation and Cultural Resources Department

HOLD HARMLESS AGREEMENT

In consideration for the grant by the City of permission for the use of said facility at special times and under special circumstances by persons sponsored by the undersigned, the undersigned hereby agrees: 1) to take all measures necessary to promote the safety of such persons in their use of the facility; 2) to hold harmless the City, its divisions and departments, and its officers, agents, employees, servants, and helpers, paid and volunteer, from and to indemnify them from all damages, losses, and expenses, including but not limited to attorney fees and investigation costs, sustained by them or any of them on account of any claim for loss, damage, or injury growing out of such use of said facility by any such person; 3) to provide the City with its insurer's certificate that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use with minimum limits of at least \$500,000 for bodily injury per person; \$1.0 million for bodily injury for aggregate liability; and \$500,000 for property damage each occurrence; and 4) to promptly notify the director of the City of Raleigh Parks, Recreation and Cultural Resources Department and the insurer issuing the Comprehensive General Liability Insurance policy referred to above of any occurrence that might give rise to a claim for damages growing out of the use of said facility by any such person.

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.

Print Name

Date

Signature of person Responsible for Rental (*must be at least 21 years old*)