

CATERING PERMIT

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**Raleigh
Parks**

REQUIRED INFORMATION

Name of Catering Company _____

Catering Company Representative _____ Phone _____

Renter/Event Main Contact _____

Event Date(s) _____ Set Up Time _____ Clean Up Time _____

Event Location _____ Expected Attendance _____

Check If using these on site: ☐ Food Truck ☐ Grill (propane/charcoal) ☐ Deep Fryer ☐ Generator

RULES AND REGULATIONS FOR CATERED EVENTS

1. **The consumption of malt beverages and unfortified wines is permitted only at certain City of Raleigh facilities** with a permit approved by the Parks, Recreation and Cultural Resources (Raleigh Parks) Director per City Code Section 12-4002 (Ord. No 2021-287).
2. **The completed form must be submitted to the facility manager's office no less than fourteen (14) days before the event.**
3. **Vehicles and food trucks are restricted to roads and designated parking areas.** Caterers should not drive around barriers or in restricted areas. Equipment, food, and cookers may need to be carried or rolled to the rented location.
4. **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, i.e., 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 completion of the event.
5. **Lights, electricity and water are not guaranteed in at outside rental locations.** Anyone utilizing a gas generator must comply with all regulations and requirements as provided by Raleigh Parks.
6. **All grease and food scraps must be collected in a container and removed from City of Raleigh property** at the completion of the event. DO NOT pour grease, oil or fat into any drain. [Raleigh City Code, 8-2113(a)(14)]
7. **Sterno® - type fuel cans, if used, must be removed from City of Raleigh property** at the completion of the event.
8. **Tables, chairs and picnic tables may not be removed from the rental location.** No alterations may be made at any site.
9. **The caterer and the rental group are responsible for keeping areas clean during and after use.** Decorations may not be attached to the walls, ceiling, or floors without the permission of the facility supervisors. Decorations, including balloons and signs, must be completely removed immediately following use. Command™ - type adhesive strips, nails, and thumbtacks are not permitted.
10. **The person(s) and/or company making this request do waive and release all claims** against Raleigh Parks, its employees, and the City of Raleigh for all damages, losses, cost to person or property arising either directly or indirectly from the use of said premises and/or from the exercises of the privileges granted by this permit.

By signing the form, you acknowledge you have read and will observe all of the above guidelines as outlined and agree to comply with the City of Raleigh park rules and to be responsible for proper oversight of the caterer as outlined in the guidelines.

Renter's Signature _____ Date _____

By signing the form, you acknowledge you have read and will observe all of the above guidelines as they apply to you, the caterer. as outlined.

Caterer's Signature _____ Date _____