

FORM 2

RALEIGH PARKS AND RECREATION DEPARTMENT
CATERING PERMIT

Name of Company _____
Catering Company Representative _____
Address (Street/City/State/Zip) _____
Phone - day _____ evening/weekend _____ pager/cell _____
Name of Group/Organization being served _____
Date of the catered event _____ Number of people being served _____
Anticipated Time of Arrival _____ Anticipated Time of Departure _____
Location in Park (map) _____

General Rules and Regulations for Catering Events

1. NO alcoholic beverages of any kind (including beer, wine products, hard liquor, liqueurs, home-brewed concoctions, etc.). (See Special Facilities site packets for exceptions.)
2. The completed permit must be submitted to the facility manager's office no less than five (5) working days before the event.
3. All catered events must have all equipment, food, and cookers hand carried or rolled to the intended Picnic Shelter, Visitor Center Conference Room/Verandah and/or other isolated locations. **Vehicles are restricted to public roads and parking areas.** ie: do not drive to picnic shelters, on grass, etc.
4. Lights, electricity and water are not guaranteed in your outside rental.
5. Assistance for carrying items to and from isolated areas is the responsibility of the person and/or organization conducting the event.
6. The caterer and the group are responsible for keeping areas clean during and after use. Only taped decorations may be attached to picnic shelters, verandah structures and free-standing items - all must subsequently be removed upon the completion of the event. NO decorations of any type may be posted on room walls, doors/door frames, windows/window frames, ceilings, or floors.
7. All grease and food scraps must be collected in a container and disposed of in the garbage. **DO NOT** pour grease, oil or fat into any drain. [Raleigh City Code 8-2113(a)(14)]
8. Do NOT remove tables from rooms or shelters. No alterations may be made at any site.
9. The person(s) and/or company making this request do waive and release all claims against the Raleigh Parks and Recreation Department, its employees, and the City of Raleigh for any and 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.

I have read, understand and agree to abide by the above rules and regulations as well as others that may be imposed. I understand that if I fail to abide by any of them, I will be asked to immediately leave the premises. Should I choose not to leave, I will be escorted off-site by law enforcement officials.

Signature of Catering Company Representative

Date