

# RENTAL INQUIRY FORM

[parks.raleighnc.gov](http://parks.raleighnc.gov)



**Raleigh  
Parks**

Thank you for your interest in reserving space at Raleigh Parks, Recreation and Cultural Resources (Raleigh Parks) for your upcoming event. **Completion of this form is not a rental guarantee.**

## APPLICANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant must be at least 18 years of age and will be responsible for the entire event.

Organization \_\_\_\_\_ ☐ Profit ☐ Federal Non-Profit: 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.

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Email \_\_\_\_\_

Park/Facility \_\_\_\_\_ Room/Space \_\_\_\_\_

Date of Event \_\_\_\_\_ Rental Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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 or bring to your event.** Please note some items are only allowed at select locations

Conditions of use can be found on pages 2-3 of this form.

☐ Alcohol

☐ Amusement Rides

☐ Animals

☐ Carnival, Festival or Fair

☐ Competition (including races)

☐ Dance

☐ Deep Fryer

☐ Electronic Device

☐ Other (Please Describe):

☐ Food

☐ Food Truck or Food Vendor

☐ Professional Caterer

☐ Other

☐ Generator

☐ Grill ☐ Charcoal ☐ Propane

☐ Hot Air Balloon

☐ Inflatables/ Air Jumpers

☐ Music

☐ Amplified Music

☐ Band or Live Music

☐ DJ

☐ Party Planner/Professional Decorator

☐ Portable Tents/Shade Structures/Canopies

☐ Professional Photographer

☐ Teen/Young Adult Party (ages 13-20)

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## ADDITIONAL INFORMATION

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? ☐ Yes ☐ No If so, how? \_\_\_\_\_

Will there be any sponsorship of your event? ☐ Yes ☐ No If so, who? \_\_\_\_\_

Will you need access to electricity? ☐ Yes ☐ No

Note: Not all outdoor locations have access to electricity / access is not guaranteed.

Will you need access to water? ☐ Yes ☐ No

Note: Not all outdoor locations have access to water.

For outdoor rentals, what is your inclement weather plan?

### STAFF USE ONLY

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 Raleigh Parks. 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 Raleigh Parks regulations and requirements.

\_\_\_\_\_ **Animals:** All animal contact exhibits must comply with all regulations and requirements as provided by Raleigh Parks.

\_\_\_\_\_ **Assembly Permit:** Rentals with 100 or more people in attendance may require an assembly permit to be completed.

\_\_\_\_\_ **Carnivals, Festivals, Fairs:** Additional documentation may be required depending on the scope of the event, including assembly permit, certificate of insurance, inflatables permit, etc.

\_\_\_\_\_ **Competitions (including races):** A Certificate of Insurance will be required. Additional documentation may also be required depending on the scope of the event.

\_\_\_\_\_ **Dances:** Requests for dances require a letter of intent from the renter at least 30 days prior to the date of the event. A certificate of insurance is required. Renter must comply with all other regulations and requirements as provided by Raleigh Parks.

\_\_\_\_\_ **Electronics:** Raleigh Parks electronic devices may be available for use for an additional fee. Please check with the facility to see what electronic equipment may be available. Renters may also utilize their own electronics as long they check to ensure the devices are compatible with the facility prior to the event.

\_\_\_\_\_ **Food:** Any rental with food must comply with all regulations and requirements as provided by Raleigh Parks.

\_\_\_\_\_ **Generators:** Any rental utilizing a generator must comply with all regulations and requirements as provided by Raleigh Parks.

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- \_\_\_\_\_ **Grills/Deep Fryers:** 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 end of the event.
- \_\_\_\_\_ **Hot Air Balloons:** All tethered hot air balloons must comply with all regulations and requirements as provided by Raleigh Parks.
- \_\_\_\_\_ **Inflatables:** Inflatables/Air jumpers (moon bounces) are NOT to be set up in any Raleigh Parks location without a permit. There is no charge for this permit. Inflatables must be rented from a Raleigh Parks approved vendor. It is the responsibility of the renter to submit the completed form to the site manager for approval at least 14 days prior to the event. For a list of sites approved for inflatables/air jumpers, please consult with the facility handling your rental.
- \_\_\_\_\_ **Music, including 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, lanterns, tiki torches, or open flames (sternos allowed under chafing dishes 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. There is no charge for this permit. It is the responsibility of the renter to submit the completed form to the site manager 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 Raleigh Parks 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 Raleigh Parks 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 Raleigh Parks.

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 Raleigh Parks rules and regulations that pertain to my rental.

Signature \_\_\_\_\_ Date \_\_\_\_\_