

*Indoor Rental Facility Rules:
Thomas G. Crowder Woodland Center at Lake Johnson Park*



- All rentals must be finalized prior to rental date. Contracts must be returned signed and paid within 2 weeks of being supplied by Rental Coordinator.
 - All contract amendments must be finalized 3 business days prior to booked date.
 - Amendments may only be made by renter or designee.
 - Full payment must be made at time of amendment.
 - Any use of the space for planning, walk throughs, rehearsals, etc. exceeding 30 minutes must be paid for.
- Alcohol is only permitted in rented spaces with approved alcohol permit. Alcohol consumption is limited to beer, wine, and/or champagne only.
 - The renter is responsible for making sure that guests adhere to all alcohol restrictions.
 - Alcohol permits must be returned no later than 21 business days prior to event. Permits not submitted in appropriate time may not be approved prior to event. Alcohol permit fee is non-refundable after permit is submitted to park office.
- Rental parties are accountable for their decorations and food/drink. The City of Raleigh is not responsible for items left after rentals.
 - Any items left behind will be thrown out/donated if not claimed within 2 days of event.
- Stapling, taping, nailing, tacking, or anything else that may damage walls or other equipment is not permitted. Only approved Command Strips and wall putty are to be used to decorate.
 - Decorations on the Deck or Bird's Nest must also be able to be removed without marks or damage.
 - Glitter and other small particulates may not be used indoors.
 - No decorations are permitted to be hung from ceiling and/or rafters.
 - In the event of damages, some or all the damage deposit may be withheld.
- Due to the facility's "nature park" status and concern for native wildlife, renters may not toss confetti, glitter, or similar items outdoors (rice, bird seed, natural or artificial plant materials, etc.). Likewise, balloon releases are not allowed.
 - Balloons must be anchored securely to prevent drifting.
 - Ladders are not permitted to be used indoors or outdoors.
- Grills and/or fryers must be at least 15 feet away from all structures. (Please ask for designated areas for such equipment.) Groups using grills or fryers are required to have a fire extinguisher on site; ask park staff for more information.
- Open flames outside of a grill are not permitted on park property. This includes, but is not limited to: candles, tiki torches, sparklers, smoke bombs, etc.
 - Bands and/or DJs must comply with City noise ordinances.
- Upon completion of the event, all trash will be placed in garbage bins. If the bins become full during the event, notify facility staff to replace the full trash bags with new ones.
- Facility Storage spaces are staff restricted, use of these areas for any reason is not permitted.
- Non-compliance with facility rules may result in forfeiture of damage deposit.

If you have any questions, please let us know right away. Thank you for your patronage!

Renter's Signature: _____

Date: _____