



*Walnut Creek Wetland Park*

# Rental Information



**Raleigh  
Parks**

## THANK YOU FOR THINKING OF US!

Thank you for considering the Norman and Betty Camp Education Center for your reservation needs. We pride ourselves on offering you excellent customer service, an experience that allows for viewing of natural landscapes and close proximity to downtown Raleigh. Reservations can be made online, over the phone, or in person.

Sincerely -  
The Walnut Creek Wetland Park Team

## HOURS OF OPERATION

Monday: CLOSED

Tuesday-Saturday: 10 a.m.-Dusk

Sunday: 1 p.m.-Dusk

## ASSOCIATED COST

- Application Fee [Non-Refundable]: \$15
- Damage Deposit [Refundable]: \$100
- Supervisory Fee [Outside of Operating Hours]: \$30/hour in AM / \$60/hour in PM
- Alcohol Permit: \$100
- Neuse River Room: \$80/hour
- Walnut Creek Room: \$65/hour
- East or West Deck: \$55/hour

\*Inquire with us about non-profit discounts

## RENTAL DESCRIPTIONS

### **NEUSE RIVER ROOM [\$80/hour]:**

1300 sq. ft., Capacity 62

This is the Education Center's largest meeting space. It is a carpeted room with large windows that overlook the wetland preserve and has an adjoined kitchen with warming oven, refrigerator space, and a pass-through window to the meeting room. Room also includes a large, wall-mounted, retractable screen. Rentals do not include projectors.



**WALNUT CREEK ROOM [\$65/hour]:**  
900 sq. ft., Capacity 49

This room is ideal for children's birthdays and paint parties! It features tile flooring, large windows that overlook the wetland preserve, plenty of counter space, and two sinks. Room also includes a large, wall-mounted, retractable screen. Rentals do not include projectors.

**DECK RENTALS:**  
1,700 - 5,000 sq ft

The East Deck is only available for rent in conjunction with the Neuse River Room rental. The West Deck is only available for rent in conjunction with the Walnut Creek Room rental. Deck rentals can be reserved for operating hours to give your event space to spread outside while still maintaining privacy. Deck rentals do not increase capacity limits.

**OTHER:**

**A/V Equipment (no charge):** Extension cords, power strips, projector screen. Any other equipment must be brought.

**Chairs and 6x2 foot tables** may be arranged in any configuration the renter requests, free of charge.

**Bathrooms** are accessible via the breezeway.

## PERMIT INFORMATION:

**Catering:** A catering permit is required with the rental package if a caterer will be present on site to serve food. This does not apply when food is being dropped off. Walnut Creek Wetland Park does not accept catering drop-offs on behalf of rentals. Someone from the rental party must be present to accept catering drop-offs.

**Alcohol:** An alcohol permit can be obtained for a non-refundable \$100, paid in full at least four weeks prior to the event. The alcohol permit must be notarized.

## RENTAL PROCEDURES

- All rentals have a two-hour minimum [three hours if seeking a birthday party instructor].
- Reservations must be made at least two weeks in advance.
- Full payment is due within seven days of an approved rental contract.
- After-hour reservations must be made 4 weeks in advance.
- Patrons may reserve space up to 120 days in advance.
- Alcohol and Catering Permits must be obtained four weeks in advance.
- Only free-standing decorations are allowed.
- Rentals are secured with a signed contract and full payment.
- Exact cash, check, Visa, and Mastercard are accepted forms of payment. No partial payments can be accepted.
- All rentals must end before 11 p.m.

## REFUND POLICY

- 100% refund if City of Raleigh cancels rental/activity.
- 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of program/rental.
- 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental.
- No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of program/rental.
- A credit may be applied towards the fees of another activity. A credit may be used by any person listed on the same household account. A credit will be refunded upon request.
- Any transfer requests must be made at the time of



withdrawal.

*All refunds or cancellations must be requested in writing.*

## HOW TO SUBMIT A FACILITY/RENTAL PERMIT REQUEST

We strongly encourage using the online process; however, rental permit requests may be made over the phone or in person at the Norman and Betty Camp Education Center.

1. On your computer or laptop, type in: **reclink.raleighnc.gov/**

Click on the "SIGN IN/REGISTER" button in the upper right-hand corner.

If you have not created an account, you will need to do so first. Click on the third option "Click here to create a new account." Your username is your email address. If you try to create an account and get a pop up below, it means you already have an account with that username/email in the system. Go back to the homepage, click the "SIGN IN/REGISTER" button, and click the second option "FORGOT PASSWORD." Follow the prompts you are provided.

Once you have signed in, you will return to the homepage.

2. Clicking on "SEARCH" will give you drop down options. Under "FACILITY RENTALS" click on "FACILITY SEARCH".
3. Once you are on the FACILITY SEARCH page, use the search options to locate the facility and to search the date you would like to rent. Select Walnut Creek Wetland Center and add us to your cart.
4. When you click "ADD TO CART" you will be taken to a page with a form to fill out with rental information. Once filled out, click continue. This will take you to the shopping cart.
5. From here you can click "GO TO CHECKOUT" to finish submitting your facility permit request. Payment is not due until requests are approved.

## THE DO'S & DON'T'S OF RENTING AT WALNUT CREEK

Each facility within Raleigh Parks has different accommodations they can make for your event. Check out how we can make your experience a great one!

### ALLOWED:

- Alcohol (beer and wine, no liquor) and on-site catering
- Free-standing decorations
- Decorations using tape (painter's tape only) on windows and/or wooden surfaces
- Birthday candles and dish warmers (the only open flames allowed)
- Balloons (indoors only)

### NOT ALLOWED:

- Amusement rides
- Animals (exceptions for service animals)
- Deep fryers, grills, or other means to cook food on-site
- Food trucks/vendors
- Hot air balloons
- Bounce houses
- Open flames (exceptions listed above)
- Tents
- Wall decorations attached via tape, tacks, or other adhesives on painted surfaces
- Projectiles, confetti, or other powder devices, indoor or out
- Smoking or vaping within the park (there are designated smoking areas)

Can't accommodate your needs? Check out these other locations:

**Durant Nature Preserve**  
8305 Camp Durant Road  
Raleigh, NC 27614  
(919) 996-2271

**Forest Ridge Park**  
2100 Old NC 98 HWY.  
Wake Forest, NC 27587  
(919) 996-5800



**Lake Johnson Park**  
4601 Avent Ferry Road  
Raleigh, NC 27606  
(919) 996-3141

## **BIRTHDAY RENTAL PACKAGES**

For budding naturalists or kids who just enjoy being outside, there's no better place for a birthday party than Walnut Creek Wetland Park!

### **THINGS TO KNOW**

- Rentals for birthday party packages require a minimum of a three hour rental for one hour of instruction (15 child maximum).
- All rental rates and fees are the same with an additional \$30 instructor fee added.
- Parties must be reserved at least four weeks in advance.
- Payment in-full is required within seven days of permit approval.

### **THEMES**

- Swamp Soiree: Trek through the wonders of our wetlands!
- Bugs & Slugs: Learn about the things that live beneath our feet!
- Birdie Birthday: Spot birds with us year-round!
- Slimy, Scaly Friends: Learn about reptiles and amphibians!



### **BOOK YOUR RENTAL NOW**

- Visit [Reclink.RaleighNC.gov](https://Reclink.RaleighNC.gov)
- Click "Facilities"
- Set Location to 'Walnut Creek Wetland Center'
- Payments may be made by cash, check, or credit card.

**[raleighnc.gov/parks](https://raleighnc.gov/parks)**



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