

# **Walnut Creek Wetland Park FAQs**

**How big are the rooms?** The **Neuse River Room** is our largest room at 1300 square feet. It is limited by fire code to 62 people. If everyone is in a seat at a table, it is a tight squeeze. It's doable, but don't expect there to be room to mingle or dance. The same holds true for the **Walnut Creek Room**, which has 900 square feet and a limit of 49 people. **Need a larger venue?** Lake Johnson, Lake Wheeler, Five Points Center for Active Adults, Chavis Heights, and Campbell Lodge at Durant Nature Preserve all offer space for more than 62 people.

**Which room has a kitchen?** The **Neuse River Room** has an adjacent kitchen that you are welcome to use at no extra charge. It has a microwave, sink, and a warming oven. **It is NOT A COOKING KITCHEN.** All food must be cooked off-site. You are welcome to use whatever space is available in the refrigerator and freezer. We do not have an ice maker, so you will need to bring your own. The **Walnut Creek Room** has a pair of sinks.

**Should I rent the deck?** Your guests are welcome to mingle on the deck (as is any member of the public). If you wish to set up tables and chairs, put decorations outside, or section it off from the public, then you will need to rent the deck. Renting the deck **does not** increase the capacity of your rental.

**Is there parking available for my guests?** Our parking lot has 32 spaces, plus two more reserved for people with disability placards and two more reserved for electric vehicles. These spaces are available on a first-come, first-served basis for all park visitors and staff. If the lot is full, free street parking is available on Peterson or State Streets. **No parking is allowed in the traffic circle in front of the center.**

**Do you provide tables and chairs?** Yes, and we are happy to set them up for you prior to your event. All of our tables are 6 ft x 2.5 ft rectangles. You are limited to the number of chairs that the room capacity will allow.

**When can I get into the room to set up?** The time that you have rented the room is the time that you have access to the room. Please be sure to take into account the amount of time that you think you will need to set up, decorate, and clean up the room when you are making your reservation.

**What is my responsibility when my event ends?** Please remove all your belongings and leave the room as you found it. We are happy to empty the trash and recycling cans. Before you leave, touch base with a staff person and have them walk through the room with you. If something gets spilled or damaged during your event, please bring it to a staff person's attention as soon as possible. Addressing a spill promptly means it is less likely to stain.

**Do you have a projector, amplifier, speakers or microphone?** Both rooms offer a pull-down screen. There is no other audio-visual equipment available. We are happy to loan you an extension cord or power strip if you need it.

**Can I bring a grill?** Our park does not allow grills, deep-fryers or other means to cook food on site. Please check with other parks to see if they may be able to meet your needs for that.

**Can I do a Gender Reveal Party?** Absolutely! However, we do not allow projectiles, confetti or powder devices, either indoors or out. Please let us know how you would like to perform the reveal, so we may help ensure it complies with site and city regulations.

**Do you allow decorations?** You may use free-standing decorations or use masking or painter's tape on the windows or wood surfaces (please remove it when you are finished). We do not allow anything to be stuck with tape, pins, or other adhesive methods on the sheetrock walls. No open flames are allowed (except for birthday candles and food chafing dish warmers). Battery candles are fine.

**What about balloon releases and bouncy houses?** We do not allow balloon releases (Balloon releases, while beautiful upon release, fall back to earth as litter that is harmful to wildlife and the environment). Other amusements such as bounce houses or other inflatables are not allowed at our park; You may want to check with one of the recreation centers.

**Do I need a catering permit if Panera Bread is delivering bagels and coffee?** No. You only need a catering permit when your caterer is staying on site, serving food from the kitchen, etc. There is no charge for a catering permit.

**Can I have alcohol?** You can serve beer and wine (no liquor) with an alcohol permit. You must return a NOTARIZED alcohol permit application **at least 4 weeks** before your event. The cost of the alcohol permit is \$100 and is non-refundable.

**Can we have music?** You are welcome to have music, but please keep in mind that we are in a residential neighborhood, and we ask that you be respectful to our neighbors. If we think it is too loud, we will ask you to turn it down.

**Can my guests smoke outside?** There is no smoking or vaping allowed within the park. However, guests are welcome to smoke or vape on the sidewalk at the ramp to the building on State Street. There is a cigarette disposal there, as well.

**Are there any discounts for non-profits?** Approved non-profits are eligible for a 10% discount on the room rate.

**What rules apply to a for-profit organization?** Our rates do not change for a for-profit organization UNLESS you are collecting money at your rental. If money is changing hands, there is a 20% upcharge on the room rental and the City of Raleigh collects an additional 20% of the sales. The same holds true if you are charging admission or just collecting donations.

If you have any additional questions, please do not hesitate to contact us at [wc.wetlandcenter@raleighnc.gov](mailto:wc.wetlandcenter@raleighnc.gov) or (919) 996-2760.

### **Allowed (with restrictions)**

- Alcohol (with permit and \$100)
- Balloons (in small quantities, inside)
- Decorations (must be free-standing or attached to glass or wooden surfaces with painter's or masking tape)
- Birthday candles and dish warmers
- For-profit events (please contact us if you plan on exchanging money on-site)
- Public events (please contact us if your event will be open to the public)
- Professional photography (requires a permit)
- On and off-site catering (on-site requires a permit, no fee)

### **Not Allowed**

- Open flames (other than birthday candles or food chafing dish warmers)
- Grills, deep fryers, waffle makers, hot plates, electric griddles or any other means to cook food
- Food trucks or other vendors
- Balloons (outside)
- Confetti or powder-based devices
- Fireworks or other pyrotechnic devices
- Amusement rides, inflatables, or hot air balloons
- Generators
- Tents
- Animals (except for service animals)

**Renters must adhere to the [City of Raleigh Code of Ordinances](#) and State of North Carolina law. Violations may result in early termination of rental, loss of damage deposit, additional fines, and/or being banned from renting Raleigh Parks spaces.**