



CITY OF DURHAM

Durham Parks and Recreation

101 CITY HALL PLAZA | DURHAM, NC 27701

Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701

919.560.4355 | F 919.560.4021

www.durhamnc.gov



RESERVATION PROCEDURES

Plazas

Event Fields & Trails

Campsites

Picnic Shelters

1. Facilities are available for rental subject to schedules of pre-existing programs, events, classes and/or other activities. DPR reserves the right to deny any application.
2. Once a request is made for use of a Durham Parks and Recreation (DPR) facility, a 10 day hold will be placed on the proposed date(s) of use. On or before the 10th day Durham Parks and Recreation must receive all required payments. If the payment is not received by the 10th day, the requested date will be reopened to the public without notice to the requesting parties.
 - a. Picnic Shelters and Campsites: If a rental is in less than 10 days from the reservation all fees must be paid no later than the Tuesday before the event.
 - b. Plazas and Event Fields & Trails:
 - i. All fees are due 30 days in advance of the rental.
 - ii. If the reservation is requested less than 30 days prior to the event, rentals are not guaranteed and all fees must be paid in full at the time of request.
 - iii. Renters may change an application for permit information (i.e. times, estimated attendance, etc.) up to 14 days prior to requested date. At 14 days prior to requested date, information provided on the application for permit will become binding; all information provided must be accurate.
3. Renters must provide accurate contact information including: address, phone numbers and a day-of contact phone number.
4. The use fee or deposit will not be refunded for cancellations less than 15 days prior to the requested date of use. Application fees are non-refundable.
5. The City of Durham and other agencies, government or private, may require other permits, security services or equipment for the activity. Acquisition of these extra services and equipment is the renter's responsibility and expense.
 - a. Special Event Permits: All events open to the public, events on plazas, event fields and trails and events with amplified music, street closures, jump houses and tents will be required to get a Special Events Permit from the Durham Police Department. All other events needing a Special Events Permit will be determined on a case by case basis.
 - b. Security, paid for by the renter, may be required. Please see the Security section in this document for more details.
 - c. A Certificate of Liability Insurance may be required. Please see the Insurance section in this document for additional details.
6. All trash must be bagged and disposed of in receptacles provided. If trash cans will not be adequate for disposal, it is the renter's responsibility to remove and dispose of excess trash off-site.

7. **Possession and consumption of Alcoholic Beverages is prohibited.** (Except as approved by City Ordinance Sec. 38-21). **General liability insurance with an alcohol/liquor rider for at least one million dollars, naming the City of Durham as an additional insured is required.** Alcohol is only permitted at the Plazas.
8. **Police Security is required for all teen events, public dances, events with ticket sales or charging an entrance fee, when serving alcohol and events with over 100 people in attendance. Renters must contact Sgt. Ray at 919-560-4438 ext 29227 to arrange security.**
9. Renter may not sublet the space to another group or individual.
10. Your Permit does not entitle you to exclusive use of the park, only the designated area*. All other areas of the park must remain open to the public. (i.e. parking lots, restrooms, etc.). *Events on trails must allow access to public trail users at all times.
11. Parking is allowed in designated parking areas only. **No motorized vehicles are allowed on the grass or pathways! This includes unloading of supplies and any event set-up that is required.**
12. Restrooms: Renters are responsible for providing restroom facilities (i.e. portable toilets) during any rental time longer than two hours if on-site restrooms are not available for any reason. Provisions must meet the minimum industry standards for the size and type of event planned. Renters must provide restrooms for plaza events.
13. Renters are responsible for the set-up, breakdown and logistical coordination of the event. Water, electricity and other needs should be carefully considered when selecting your event location as these services are not available at all facilities.

LOCATIONS

PLAZAS

CCB PLAZA: Corner of Corcoran and Parrish Street- home of Major the big bronze bull.

Durham Centre Parking Garage: 300 W. Morgan Street, rooftop of the Centre Parking Garage.

EVENTS FIELDS & TRAILS

EVENT FIELDS: Any field within a park not designated as an athletic field large enough to host an event.

TRAILS: American Tobacco Trail, Ellerbe Creek Trail, Third Fork Creek Trail

Park	Address
Bethesda Park	1814 Stage Rd.
Burton Park	1100 Sima Ave.
Cook Road Park	602 Cook Rd.
Duke Park	106 W. Knox St.
Forest Hills Park	1639 University Dr.
Old North Durham Park	310 W. Geer St.
Oval Drive Park	2200 W. Club Blvd.
Rock Quarry Park	701 Stadium Dr.
Southern Boundaries Park	100 Third Fork Dr.
Northgate Park	300 W. Club Blvd.

CAMPSITES

Lake Michie Recreation Area: Bahama, NC 27503- Spruce Pine Lodge and Archery Range Road

PICNIC SHELTERS

Park	Address	Size
American Village Park	4703 American Dr.	Small
Burton Park	1100 Sima Ave.	Small
C.M. Herndon	511 Scott King Rd.	Small
C. R. Wood Park	417 Commonwealth Ave.	Small
Cook Road Park	602 Cook Rd.	Medium
Crest Street Park	2503 Crest St.	Small
Duke Park	106 W. Knox St.	Small
East Durham Park	2500 E. Main St.	Small
East End Park	1200 N. Alston Ave.	Small
Edgemont Park	205 S. Elm St.	Small
Elmira Avenue Park	540 Elmira Ave.	Small
Forest Hills Park	1639 University Dr.	Large
Garrett Road Park	6815 Garrett Rd.	Small
Hillside Park	1301 S. Roxboro St.	Large & Small
Holt School Road Park	4102 Holt School Rd.	Small
Lakeview Park	3500 Dearborn Dr.	Small
Long Meadow Park	917 Liberty St.	Small
Lyon Park	1200 W. Lakewood Ave.	Small

Park	Address	Size
Morreene Road Park	1102 Morreene Rd.	Small
Northgate Park	300 W. Club Blvd.	Medium & Small
Old Farm Road Park	7 Hedgerow Place	Small
Orchard Park	1000 S. Duke St.	Small
Oval Drive Park	2200 W. Club Blvd.	Small
Piney Wood Park	400 E. Woodcroft Pkwy.	Large
Red Maple Park	3320 Hinson Dr.	Small
River Forest Park	1000 Windermere Dr.	Small
Rockwood Park	2310 Whitley Dr.	Small
Sandy Creek Park	3510 Sandy Creek Rd.	Small
Sherwood Park	2325 Cheek Rd.	Small
Solite Park	4704 Fayetteville Rd.	Medium
Spruce Pine	2235 Bahama Rd.	Medium
Trinity Park	410 Watts St.	Small
Twin Lakes Park	435 Chandler Rd.	Large & Small
Unity Village Park	200 Matilene St.	Small
Valley Springs Park	3805 Valley Springs Rd.	Small
West Point On The Eno	5101 N. Roxboro Rd.	Medium & Small
Whippoorwill Park	1632 Rowemont Dr.	Medium
Wrightwood Park	1301 Anderson St.	Small

FEES AND CHARGES

CR: City Resident, NCR: Non-City Resident

PLAZAS

SECURITY DEPOSIT:

Events without alcohol	\$100.00
Events with alcohol	\$200.00

RENTAL FEES: (per hour, minimum of 4 hours)

Monday – Sunday and Holidays	CR: \$10.00 NCR: \$12.00
Rental Application Fee (non-refundable)	\$15.00
Alcohol Application Fee (required if serving alcohol)	\$50.00
Ticket Sales	\$225.00

EVENT FIELDS & TRAILS

SECURITY DEPOSIT:	\$100.00
Rental Application Fee (non-refundable)	\$15.00

CAMPSITES

RENTAL FEES: (per night)

Group Sites Monday – Sunday	CR: \$20.00 NCR: \$25.00
Individual Sites Monday- Sunday	CR: \$10.00 NCR: \$12.00

PICNIC SHELTERS

RENTAL FEES: (per day)

Monday- Thursday Small	CR: \$30.00 NCR: \$40.00
Monday- Thursday Medium	CR: \$50.00 NCR: \$60.00
Monday- Thursday Large	CR: \$80.00 NCR: \$95.00
Friday- Sunday and Holidays Small	CR: \$55.00 NCR: \$65.00
Friday- Sunday and Holidays Medium	CR: \$75.00 NCR: \$85.00
Friday- Sunday and Holidays Large	CR: \$105.00 NCR: \$120.00

Special Event Permits

A City of Durham Special Event Permit issued by the Durham Police Department may be required. Events with street closures, impacts on traffic, amplified sound, food or merchandise sales, inflatable amusement rides, etc. will be required to obtain a special event permit. Additional information and the application are available on the Durham Police Department website at: http://www.durhampolice.com/news/special_events.cfm.

Security

Security services, if required, will be determined by the Durham Police Department for all events. Renters are responsible for contacting Sgt. Ray of the Durham Police Department to schedule officers. The fee, paid for by the renter, is due in cash, to the officer(s) at the beginning of the event. If you have any questions regarding this requirement you may contact Sgt. Ray at (919) 560-4438. In the event of cancellation, it is the renter's responsibility to cancel security services 3 days (72 hours) prior to the event. Failure to do so will result in the full payment to the security officers at the Police Department's established rate.

Trash Removal

Renters are responsible for provision, collection and removal of all trash and recycling for your event. Renters may contact Larrisha McGill at (919) 560-4186 of the Solid Waste Department to schedule services.

Insurance

A certificate of liability insurance may be required for events. This insurance must show that a general liability insurance for at least one million dollars per occurrence, naming the City of Durham as an additional insured. Events providing bounce houses, serving alcohol, fundraising and where food will be sold, are examples of when insurance is required. The certificate of insurance **must** have an **original signature** covering the date of your event, and must be presented to our office no later than 21 calendar days prior to your event. **If it is not turned in on time you may be required to alter your event plans and/or cancel the event.** If your insurance agent has any questions, please feel free to call the reservationist at (919) 560-4355 ext. 27202.

Parking

Parking is not guaranteed at any location.

Plazas: All guests parking is allowed on the street or at the Durham Centre Parking Garage located at 300 W. Morgan Street. For more information on cost and reservations for the Durham Centre please contact Vincent Washington with Lanier Parking at 919-680-2481 or at vwashington@lanierparking.com.

Parks and Trails: Lots are available to all park goers and are on a first come first serve basis.

Restrooms

Restrooms are not guaranteed at any location.

Plazas: Restroom facilities must be provided by the renter for guest attending events. **There are no public restrooms accessible to the plazas.**

Parks and Trails: Some parks are equipped with restroom facilities open to the public but can be closed at any time by the City of Durham.

ALCOHOL INFORMATION

Alcoholic beverages are strictly prohibited except when permits and permissions to serve such beverages are obtained from Durham Parks and Recreation.

Alcoholic beverages are prohibited for events in honor of a minor. Alcohol is not permitted at events open to the public.

Events in which alcohol will be served are required to hire event security through the Durham Police Department. Renters are responsible for contacting the Durham Police Department to obtain information and to schedule officers for their event. Payment is due in cash, to the officer(s) at the beginning of the event. Renters should contact Sgt. Ray at 919-560-4438 ext 29227 to arrange security.

A certificate of liability insurance must be provided to Durham Parks and Recreation no later than 15 days prior to event. The insurance must show general liability insurance with an alcohol/liquor rider for at least \$1,000,000.00, naming the City of Durham as an additional insured. The certificate of insurance must have an original signature covering the date of your event. Insurance can be obtained from any insurance company. Example: www.wedsafe.com, Travelers Insurance, State Farm.

SPECIAL FACILITY RENTAL INFORMATION

PLEASE PRINT

PROVIDING THIS INFORMATION DOES NOT GUARANTEE A RENTAL

PERSONAL INFORMATION

Name _____

Organization _____

Non-profit (501©3): YES NO

Date of Birth _____

E-mail _____ Phone Number (H) _____ (C) _____

Address _____ Apt _____ City _____ State _____ Zip _____

RENTAL INFORMATION

Facility _____ Date(s) of Rental _____ Expected Attendance _____

Rental Times (including setup and breakdown) Start _____ End _____

Alcohol: Beer/ Wine: YES NO Manner of Serving _____

Ticket Sales/ Entrance Fee/ Fundraiser: YES NO Amplified Sound: YES NO Jump House: YES NO

Tent(s): YES NO Street Closures: YES NO

EVENT DETAILS (type of event, staging area, fundraiser, etc.)
