



## RESERVATION PROCEDURES

**Durham Armory  
Spruce Pine Lodge  
Forest Hills Neighborhood Clubhouse  
McCown-Mangum House/Amphitheater**

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 facility, a 10 day hold will be placed on the proposed date(s) of use. On or before the 10<sup>th</sup> day DPR must receive the required application fee and the security deposit. If payment is not received the date will be reopened to the public without notice to the requesting parties.
3. **All other payments are due no later than 45 days prior to the requested date.** If payment is not received by that date, the rental will be cancelled and the deposit and any fees paid will be retained.
4. Renters may change application for permit information (i.e. times, estimated attendance, etc.) by the 15<sup>th</sup> of the month prior to requested date. After the 15<sup>th</sup> of the month prior to requested date, information provided on the application for permit will become binding; and must be accurate.
5. Renters must provide accurate contact information including: address and a day-of contact phone number.
6. **All fees and deposit will not be refunded for cancellations within 45 days prior to rental. All application fees are non-refundable.**
7. Setup and dismantle must be included in your rental hours. No extra time will be allotted.
8. Setup, dismantle and storage of equipment and supplies on days other than the event date constitutes use of the building and stated rates apply. If you need set-up or dismantle time before or after building hours you must rent the building on the day prior to and/or after the event.
9. Renters must be at least **21 years of age**. There must be one adult age 21 or over, per each 10 minors below the age of 21.
10. **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 Officer Jason Evans (336) 601-0295 with the Durham Police to arrange security.**
11. Renter may not sublet the space to another group or individual.
12. Renters charging admission/selling tickets to event must pay associated fee.

## **DURHAM ARMORY**

Rental Hours 6 a.m.-2 a.m.

**CR: City Resident, NCR: Non-City Resident**

### **FEES AND CHARGES**

#### *SECURITY DEPOSIT:*

Events without alcohol	\$300.00
Events with alcohol	\$350.00

#### *RENTAL FEES:*

Monday – Thursday (per hour, minimum of 4 hours)	CR: \$50.00 NCR: \$65.00
Friday – Sunday and Holidays (per hour, minimum of 6 hours)	CR: \$60.00 NCR: \$75.00
Meeting Rooms Only (per room, minimum of 4 hours)	CR: \$25.00 NCR: \$30.00

#### *ADDITIONAL FEES:*

Application Fee without Alcohol (non-refundable)	\$15.00
Application Fee with Alcohol (non-refundable)	\$50.00
Food Fee	\$25.00
Setup and Dismantle (per 50 guests) with max @ \$200.00 per rental	\$25.00
Commercial Rental: (all rentals with admission fees or ticket sales)	\$200.00

### **BUILDING AMENITIES**

#### **Availability subject to change**

72 inch round tables (30)  
8 foot banquet tables (40)  
Chairs (350)  
Kitchen (equipped with Industrial Stove, Double Sink, Microwave, Ice Machine and Refrigerator)

### **BUILDING CAPACITY**

Ballroom/Auditorium – 585 (without tables & chairs)	Birch Room - 20
Balcony - 314	Oak Room - 30

### **VIEWING SCHEDULE**

1<sup>st</sup> and 3<sup>rd</sup> Monday of the month from 12pm to 6pm  
(No appointment necessary)

**SPRUCE PINE LODGE**

Rental Hours 6 a.m.-12 a.m.

**FEES AND CHARGES**

*SECURITY DEPOSIT:*

Events without alcohol	\$200.00
Events with alcohol	\$250.00

*RENTAL FEES:* (per hour, minimum of 6 hours)

Monday – Thursday	CR: \$40.00 NCR: \$55.00
Friday – Sunday and Holidays	CR: \$50.00 NCR: \$65.00

*ADDITIONAL FEES:*

Application Fee without Alcohol (non-refundable)	\$15.00
Application Fee with Alcohol (non-refundable)	\$50.00
Food Fee	\$25.00

**BUILDING AMENITIES**

**Availability subject to change**

- 8 foot banquet tables (13)
- 60 inch round tables (8)
- Chairs (120)
- Kitchen (equipped with Range, Double Sink, Microwave, Ice Machine and Refrigerator)
- Grounds: hiking trails, play fields, campsites and picnic shelter (rented separately)

**BUILDING CAPACITY**

Building – 120 (recommend for 80-100 when planning to use the tables and chairs)

**VIEWING SCHEDULE**

2<sup>nd</sup> and 4<sup>th</sup> Monday of the month from 12 p.m. to 6 p.m.  
(No appointment necessary)

**FOREST HILLS NEIGHBORHOOD CLUBHOUSE**

**No alcohol allowed**

Rental Hours 6 a.m.-12 a.m.

**FEES AND CHARGES**

*SECURITY DEPOSIT:*

Events without alcohol	\$200.00
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*RENTAL FEES:* (per hour, minimum of 3 hours)

Monday – Sunday	CR: \$30.00 NCR: \$45.00
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*ADDITIONAL FEES:*

Rental Application Fee (non-refundable)	\$15.00
Food Fee	\$25.00

## **FOREST HILLS NEIGHBORHOOD CLUBHOUSE (cont...)**

### **BUILDING AMENITIES**

Availability subject to change

Chairs (60)

8 foot banquet tables (10)

60 inch round tables (8)

Kitchen (equipped with Range, Double Sink, Microwave, and Refrigerator)

### **BUILDING CAPACITY**

Building – 80 (recommend for 60 when planning to use the tables and chairs)

### **VIEWING SCHEDULE**

1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month from 12pm to 6pm

(No appointment necessary)

## **McCOWN-MANGUM HOUSE**

Rental Hours 8 a.m.-10 p.m.

### **FEES AND CHARGES**

#### *SECURITY DEPOSIT:*

Events without alcohol \$200.00

Events with alcohol \$250.00

#### *RENTAL FEES: (day)*

Monday – Thursday CR: \$100.00 NCR: \$115.00

Friday – Sunday and Holidays CR: \$200.00 NCR: \$225.00

#### *ADDITIONAL FEES:*

Rental Application Fee (non- refundable) \$15.00

Alcohol Application Fee (required if serving alcohol) \$50.00

### **BUILDING AMENITIES**

Availability subject to change

Chairs (40) - \*Furniture inside the house may not be used or moved.\*

### **BUILDING CAPACITY**

Building – 60 (max 20 guests per room)

Patio/Porch - 40

### **VIEWING SCHEDULE**

By appointment only Monday through Friday, contact West Point on the Eno at 919-471-1623.

## Amphitheater – West Point on the Eno

Rental Hours Dawn to Dusk

### FEES AND CHARGES

#### *SECURITY DEPOSIT:*

Events without alcohol	\$200.00
Events with alcohol	\$250.00

#### *RENTAL FEES: (per hour, minimum of 6 hours)*

Monday – Thursday	CR: \$20.00 NCR: \$25.00
Friday – Sunday and Holidays	CR: \$25.00 NCR: \$30.00

#### *ADDITIONAL FEES:*

Rental Application Fee (non- refundable)	\$15.00
Alcohol Application Fee (required if serving alcohol)	\$50.00

### AMENITIES

**Availability subject to change\***

Bleacher seating

### CAPACITY

### VIEWING SCHEDULE

By appointment only Monday through Friday, contact West Point on the Eno at 919-471-1623.

### ALCOHOL INFORMATION

Alcoholic beverages are strictly prohibited except when permits to serve such beverages are obtained from Durham Parks and Recreation and/or the State ABC Board. Permits can be found at: <http://abc.nc.gov/Permit>.

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 **Officer Jason Evans 336-601-0295** 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 and stating you can host alcohol, 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](http://www.wedsafe.com), Travelers Insurance, State Farm.

## **PARKING**

**Parking is not guaranteed at any location.**

**Durham Armory-** Parking for loading and unloading into the building is permitted under the carport in the back of the building. Guest parking is available on the street or at the Durham Centre Parking Garage located at 300 W. Morgan Street. For more information on parking at the Durham Centre Parking Garage contact Corey Terry at 919-560-4366 or [email\\_parkdurham@durhamnc.gov](mailto:email_parkdurham@durhamnc.gov) , with Republic Parking System, 326 E. Chapel Hill Street, Durham, NC 27701, and Office: 919-680-2481.

**Forest Hills-** The lot on University Drive and on East Forest Hills Blvd. is available to all park goers and is on a first come first serve basis.

**Spruce Pine Lodge-** The lot is available to all park goers and is on a first come first serve basis.

**McCown Mangum House-** The lot is available to all park goers and is on a first come first serve basis.

## **FREQUENTLY ASKED QUESTIONS**

- When will I receive a key for the building?
  - The building will be opened and closed by a facility attendant. The attendant will stay on site during your event to assist you with any issues or concerns that may arise.
  - The attendant is not authorized to extend hours of the rental or allow renter to have possession of the key to the facility.
- Will I need to bring trash bags, toilet paper or paper towels?
  - The following items are available for renter use:  
trash bags, trash cans, recycling bins, toilet paper, paper towels, hand soap, mop & bucket, broom

The following items will not be provided but may be needed by the customer:

dish detergent, general disinfectant to clean counters and tables, dish cloths.

Kitchens are not stocked; renters may need to bring: utensils, pans, linens, etc.

- How much cleaning will I need to do once my event is over?
  - Renters are responsible for:
    - bagging all trash and placing it in the dumpster/designated location
    - removing all food and utensils
    - removing all props and decorations: including tape, string or streamers, balloons
    - tables and chairs must be put back the way they were found
  - Renters must immediately clean up any spills
  - Renters must report any malfunctions or damage to the facility