



RESERVATION PROCEDURES

Plazas

Event Fields & Trails

Mobile Stage

Campsites

Picnic Shelters

1. Facilities available for rental are subject to schedules of pre-existing programs, events, classes and/or other activities. DPR reserves the right to deny any application.
 - a. Picnic Shelters: Payment is due upon request online or in person.
 - i. NO Refunds for shelter rentals. Unless cancelation is made 14 days in advance.
 - b. Campsites: All campsite rentals should be made at least 10 days in advance. 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. If payment is not received the date will be reopened to the public without notice to the requesting parties.
 - c. Plazas, Event Fields & Trails:
 - i. All fees are due 30 days in advance of the rental.
 - ii. If a 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 rental, information provided will become binding; and must be accurate.
2. Renters must provide accurate contact information including: address and day-of contact phone number.
3. **The use fee and deposit will not be refunded for cancellations less than 14 days prior to the requested date of use. Application fees are non-refundable.**
4. The City of Durham and other agencies, government or private, may require other permits, security services or equipment for rentals. Acquisition of these extra services and equipment are the renter's responsibility and expense.
 - a. All events open to the public, street closures, will be required to obtain 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. Certificate of Liability Insurance may be required. Please see the Insurance section in this document for additional details.
5. All trash must be bagged and disposed of in receptacles provided. If trash cans provided are not adequate for disposal, it is the renter's responsibility to remove and dispose of excess trash off-site.
6. **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 to arrange security. The cost for the security is \$35.00 per hour per officer. (\$35 dollars is the new rate.)**
7. Renter may not sublet the space to another group or individual.
8. Rentals charging admission/selling tickets to event must pay associated fee.
9. Rentals do not entitle you to exclusive use of parks or trails. All other areas of the park must remain open to the public. (i.e. parking lots, restrooms, etc.).
10. 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.**
11. 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.

- 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

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
Campus Hills Park	2000 S. Alston 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
Morreene Road Park	1102 Morreene Rd.	Small

Park	Address	Size
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
Walltown Park	1308 W. Club Blvd.	Small
West Point On The Eno	5101 N. Roxboro Rd.	Medium & Small
Whippoorwill Park	1632 Rowemont Dr.	Medium
Wrightwood Park	1301 Anderson St.	Small

PLAZAS

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

EVENTS FIELDS & TRAILS

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

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

Park	Address
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.

CAMPSITES

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

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: \$15.00
Rental Application Fee (non-refundable)	\$15.00
Alcohol Application Fee (required if serving alcohol)	\$50.00
Ticket Sales	\$225.00

EVENT FIELDS & TRAILS <http://durhamnc.gov/867/Trails-Event-Field-Rentals>

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

MOBILE STAGE

SECURITY DEPOSIT	\$300.00
Application Fee	\$15.00
Non-Profit Daily Rental Rate	\$300.00
For Profit Daily Rental Rate	\$600.00

The mobile stage should be reserved 30 days in advance. Once you have reserved the stage you should contact Cicely Parrish at 919-560-1701 to set up a site meeting so you can discuss where exactly you would need the stage to be placed.

CAMPSITES

RENTAL FEES: (per night)

Group Sites Sunday – Saturday	CR: \$20.00 NCR: \$25.00
Individual Sites Sunday – Saturday	CR: \$10.00 NCR: \$15.00

PICNIC SHELTERS <http://durhamnc.gov/872/Picnic-Shelter-Rentals>

RENTAL FEES: (per day)

Monday- Thursday Small	CR: \$30.00 NCR: \$45.00
Monday- Thursday Medium	CR: \$50.00 NCR: \$65.00
Monday- Thursday Large	CR: \$80.00 NCR: \$95.00
Friday- Sunday and Holidays Small	CR: \$55.00 NCR: \$70.00
Friday- Sunday and Holidays Medium	CR: \$75.00 NCR: \$90.00
Friday- Sunday and Holidays Large	CR: \$105.00 NCR: \$120.00

RENTAL HOURS

Rental hours include setup and dismantle.

Shelters, Event Fields and Trails- 8 am until sunset

Plazas- 7 a.m. until 12 a.m. (midnight)

Campsites- 12 p.m. until 12 p.m. the following day

Special Event Permits (reservations procedure #5a)

A City of Durham Special Event Permit issued by the Durham Police Department may be required. Events with street closures, impacts on traffic, 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.

Trash Removal (reservations procedure #6)

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.

Security (reservations procedure #7)

Security services, if required, will be determined by the Durham Police Department. Renters are responsible for contacting Officer Evans of the Durham Police Department to schedule officers. The fee, paid 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 Officer Evans 336-601-0295. In the event of cancellation, it is the renter's responsibility to cancel security services 3 days 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.

Parking

Parking is not guaranteed at any location.

Plazas: Guest parking is allowed on the street or at Durham Centre Parking Garage located at 300 W. Morgan Street. For more information on the Durham Centre Parking contact Jamichael McGoy Republic Parking System Cell: 423-313-0767 or JMcGoy@republicparking.com.

Parks and Trails: Lots are available to all park and trail 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.

Insurance Requirements (reservations procedure #7)

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 **inflatable's, 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.

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/> *Alcoholic beverages are prohibited in parks and trails.*

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 Evans 336-601-0295 to arrange security.

Online Reservation Instructions for Picnic Shelters:

- 1) Go to <https://apm.activecommunities.com/dprplaymore>
- 2) If you have never done anything with Durham Parks & Recreation, click "Create an Account" & follow the prompts. If you already have an account, click "Sign In."
- 3) Enter your Login (e-mail address) and password
 - a) If it's your first time signing in, you need to request a Password from the system, like this:
 - i) Click the link that says, "Forgot your password?"

- ii) In the dialog box that opens, enter your email address and click Submit. This sends an email with your password to your email account.
 - iii) Check your email account for the password.
 - iv) Return to the webpage above & sign in
- 4) After signing in, click the "Reservations" tab
 - 5) Click "Request Reservation"
 - 6) On the "Reservation Event Information" screen:
 - a) Fill in the Event Type, Description, and Number of Guests, and click "Continue."
 - b) Be aware that the number of guests will affect which shelters appear in the search results. Small shelters hold 50 or less. Medium shelters hold 100 or less. Large shelters hold 150 or less. Any number larger than 150 will return no results.
 - 7) On the "Reservation: Facility / Equipment Search" screen:
 - a) *Don't change the Areas field. It should always remain set to Any Area.*
 - b) Under "Choose the type of facility for your event," select "Picnic Shelter."
 - c) If you know which shelter you want to reserve, select it under Locations or "Choose the facility for your event."
 - d) Click "Continue."
 - e) From this point on, if you ever want to return to a previous screen, click "Go Back" at the bottom of the screen.
 - 8) On the "Reservation: Select Facility / Equipment" screen:
 - a) Place a check by every shelter for which you want to check availability.
 - b) Click "Continue" at the bottom.
 - 9) On the "Reservation Event Dates" screen:
 - a) Change the Begin Date to the date of your event. For multi-day events, you also need to choose an End Date.
 - b) Click "Continue" at the bottom.
 - 10) On the "Review Reservation Event Dates" screen:
 - a) Double-check the requested date and click "Continue."
 - 11) The "Reservation Facilities/Equipment Availability" screen shows the search results:
 - a) If there are multiple results, select the shelter you would like to reserve and click "Continue."
 - b) If all the results have red X's by them, click "Go Back" and try searching for other shelters or other dates.
 - 12) On the "Reservations Checklist / Questions" screen:
 - a) Type your initials under "Agree to Waiver."
 - b) Answer all the questions.
 - c) Click "Continue."
 - 13) On the "Reservation Review" screen:
 - a) Double-check the requested reservation details and click "Continue."
 - 14) On the "Payment Information" screen:
 - a) Check the box beside "I am 13 years of age or older."
 - b) Enter your credit card information.
 - c) Click "Continue."

Please contact us if you have any questions!

- By phone: 919-560-4355 ext. 27202
- By email: Reservations@DurhamNC.gov