



## **Pavilion at Durham Central Park Rental Information**

### **FACILITY INFORMATION**

**Facility Name:** The Pavilion at Durham Central Park (Do not call it the Durham Farmers' Market or Farmers' Market Pavilion)

Address: 501 Foster Street, Durham NC 27701

Facility Specs:

- L-shaped, covered outdoor pavilion
- 9000 square feet of covered space
- Smooth concrete floors
- Pavilion width: 32'
- Pavilion Length: Long leg is 150' and short leg is 100'
- Electrical capacity: 14- 15a/110v outlets, 2- 50a/220v outlets
- 2 multi-stall bathrooms
- Open lawn immediately adjacent

The following items are available for the renter to use: Trash cans, trash bags, toilet paper, hand soap, brooms, basic bathroom disinfectant.

Durham Central Park does *not* provide tables, chairs or other similar amenities.

### **FEES and RENTAL DETAILS**

- \$425 General Rental Fee
- \$325 discounted rental fee for Non-Profits
- \$200 security deposit (refundable after your event)
  
- \$85 bathroom cleaning fee (may be required due to COVID-19)
- \$50 storage fee (if needed)
- \$250 food truck deposit – refundable (if needed)
- \$50/truck food truck fee – max 5 trucks per event (if needed)

Rentals are for one day only.

Saturday renters may have access to the space starting at 1pm (no earlier)

All events must end by 11pm.

## **PERMIT INFORMATION**

**Special Events Permit:** Most renters are required to obtain a special events permit from the City of Durham. Please review the Special Events Permit Guidelines to find out if your event needs one. Rosemary Kearney is Durham's Special Events Permit Coordinator - (919) 560-4974 ext. 29277, [specialevents@durhamnc.gov](mailto:specialevents@durhamnc.gov). Lt. Reitz gives approval or denies the permits.

As you are filling out the permit application, here is some helpful information to know:

- There are restroom facilities available on site\*
- There are trash and recycling receptacles on site\*\*
- There is water and electricity available on site
- Durham Central Park is NOT a DPR Facility, it is however, city owned property

\*Events with 1000+ attendees will need to rent port-a-johns from a private company.

\*\*Events with over 300 attendees will need to rent additional trash cans or recycling bins from the city.

**Alcohol Permit:** There are two ways to have alcohol at your event.

1. You can hire a local brewery or caterer to serve at your event, in which case, they may be able to use their ABC Permit.
2. You can bring and serve your own beer and/or unfortified wine. Mixed drinks may not be served. No money may change hands while serving the drinks and that includes tips.

If you decide to serve the alcohol:

- You must first get permission from the Executive Director of Durham Central Park, Inc.
- You will need to obtain a **Special One Time ABC Permit** if you serve it yourself. If you hire a brewery or caterer, you will need to review the permit needs with them in order to move forward. To obtain a permit go to the NC ABC Commission website to get copy of permit and instructions. [www.abc.nc.gov](http://www.abc.nc.gov). You will need to obtain a certified copy of your criminal record in order to apply for this permit. The cost for a certified copy is \$25. Be sure to read all of the detailed instructions. If you have questions, call (919) 779-0700. The permit costs \$50.

**Officer on Duty** - No matter how you decide to serve alcohol, you are REQUIRED to have a uniformed officer with Durham County jurisdiction on duty at your event. When you apply for your special events permit, contact the City of Durham's Police Department Secondary Employment Coordinator at 919-560-4322 x29183 to arrange for an officer.

**Liquor Liability Insurance** – If you serve alcohol, you will need to obtain liquor liability coverage per the Event Agreement.

## **INSURANCE INFORMATION**

**Certificate of Liability Insurance** – DCP needs a Certificate of Liability (COI) from an insurance agent if you are going to have more than 50 people in attendance and/or if you are going to have alcohol. Durham Central Park must be listed in the "certificate holder" box of the COI. Use the following name and address: Durham Central Park, Inc., PO Box 1526, Durham, NC 27702. The City of Durham may also

require a COI that lists the City of Durham as the Certificate Holder. Please review the Special Events Guidelines.

You can talk to your insurance agent to get one and/or if you need additional info feel free to call ours, Angela Taylor (919) 383-0442, [angela@inspeople.com](mailto:angela@inspeople.com) . She knows exactly what you will need. Also, some of our Pavilion renters have gotten their event liability insurance from WedSafe [www.wedsafe.com](http://www.wedsafe.com)

*DCP, Inc. does not endorse this company or the local insurance agent above, they are just suggestions to get you started.*

## **FOOD TRUCK INFORMATION**

If you want to have food trucks at your event, there are two ways you can do this.

1. You can host a maximum of **five** trucks inside the Pavilion. They can plug into the electrical outlets and be under the cover of the shelter. If you have the trucks inside the pavilion, you must pay the \$50 per truck fee and an additional \$250.00 security deposit (refundable after your event if the trucks do not damage the facility).
2. You may invite food trucks to your event to park on the street without paying the additional \$250.00 security deposit or food truck fee. They may not use our power and must bring their own generators.

However you choose to host food trucks, you must abide by the following rules:

- All food trucks at your event must have the proper permits and insurance to vend in the City of Durham
- The food trucks may not drive or park on the lawn or landscaped area at any time.
- **YOU MAY NOT call it a 'Food Truck Rodeo'** as that is a DCP branded event that we have 5 times a year with over 40+ trucks.
- You must provide a list of the food trucks coming to your event to the DCP, Inc. Executive Director before your event.

## **CLEAN UP INFORMATION**

Renters are responsible the leaving the facility as they found it. The following cleanup tasks must be done at the end their event end:

- Remove all props and decorations: including tape, strings, signs, flowers, etc.
- Remove all food and utensils.
- Remove tables, chairs, staging, and other rental items. If you have paid to store them in the storage room, they must be stored in the designated location.
- Sweep up any debris on the ground
- Mop or wipe up any spills
- Clean the bathrooms, if bathroom cleaning fee has not been paid
- Turn off any lights that have been turned on
- Lock all doors that have been unlocked
- Bag all trash and place in the designated trash and recycling receptacles

**More About Trash:** Place trash generated in the designated green city-issued trash cans behind the pavilion. DO NOT place trash in the black cans located around the Park. Pick up and dispose of any trash that is left on the lawn or premises from your event. You may place recyclables in the blue recycling bins on the premises (DO NOT place trash in the recycling bins). If your event generates more trash/recycling than can fit in the bins you have been allotted, you are responsible for taking that trash elsewhere. Should your event generate trash of unreasonable size (piles of cardboard, odd shaped event material scraps, construction materials, etc) you are responsible for removing them from the premises. Any dumping, laying on top the cans, or cans that are not fully closed is not allowed.

## **WASTE REDUCTION**

DCP attempts to operate with as little impact on the planet as possible. We encourage anyone interested in reducing their landfill bound waste to maximize their efforts via recycling and composting as much of their waste as possible. When you apply for your Event Permit from the City of Durham you can rent additional recycling bins if the number on site is insufficient. You can arrange to have your compostable waste collected through a company like Compost Now – [kat@compostnow.org](mailto:kat@compostnow.org), 252-419-6436. Compost Now can also help you obtain and identify compostable serviceware items like forks, plates, and cups. They help us compost our five Food Truck Rodeos and are very familiar with events at The Pavilion at Durham Central Park.

## **KEYS AND ACCESS TO THE PAVILION**

In the week leading up to your event, you will schedule a time to meet with a Durham Central Park staff member for a final walkthrough of the facility. At that time, you will be given a set of keys to the building.

You may only access the space during your event schedule or when you are meeting rental companies that are picking up or dropping off your event rentals. If you want to access the space at any other time, you need to have prior written approval from the DCP Executive Director.

**Returning the keys:** After your rental, return the keys to the DCP office. The office is located at 410 West Geer Street. The office is in the basement of the Trotter Building. Please be in touch about a time to drop off keys. Once the keys are returned, your security deposit may be refunded.

## **CONNECT WITH DURHAM CENTRAL PARK**

- **Official website of DCP, Inc.** [DurhamCentralPark.org](http://DurhamCentralPark.org)
- **Facebook:** [facebook.com/pages/Durham-Central-Park/323304209351](https://facebook.com/pages/Durham-Central-Park/323304209351)
- **Twitter** handle @DCPDurham
- **Flickr** [flickr.com/groups/durhamcentralpark/](https://flickr.com/groups/durhamcentralpark/)
- **Instagram** [instagram.com/DurhamCentralPark](https://instagram.com/DurhamCentralPark)

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If you have other questions, please contact Erin Kauffman, DCP Executive Director – 919-794-8194, [erin.kauffman@durhamcentralpark.org](mailto:erin.kauffman@durhamcentralpark.org)

