

Making a Reservation

- 1) Call the center to verify that the date and space requested is available. All spaces are first come, first serve. Reservations may be made no more than 1 year or no less than 14 days prior to the event.
 - 2) Determine the amount of time needed for your event. Renters must allow for set up and clean up time in the time rented. Spaces may only be reserved from 8am to 11pm.
 - 3) Determine if driving to the outdoor space is needed for set up, clean up or guests access. Discuss need and associated fees with staff.
 - 4) Return full payment and completed/signed rental agreement
 - 5) Additional forms that may be required:
 - Certificate of Insurance: Million dollar policy listing the City as additionally insured.
 - Catering Permit: Form for caterer if serving food during rental.
 - Assembly Permit: Form for events expecting more than 100 people.
 - Vendor/Concession/Admission form: Form acknowledging fee required if money is taken in on City property.
 - PRCR Alcohol Permit: Must be filled out and notarized to have alcohol at the cottage or shelters. There is a \$50 fee for all alcohol permits.
 - Inflatable Permit: A permit must be filled out and an approved City of Raleigh vendor used.
- 5) All cancellations/refunds will follow the departments policy.

Rental Policies

Below is a list of rental policies. A complete list can be found on the rental application.

- 1) Rental spaces are open to the public unless reserved.
- 2) Renters are responsible for the behavior of their guests.
- 3) Inflatables are allowed with an approved permit and field reservation. Dunking booths, water slides and animal rides are not permitted at any time.
- 4) The yellow control gate is closed for public protection. The gate will only be opened for cottage rentals or when paid for in advance.
- 5) Parking is limited. There is an overflow lot before crossing the bridge.
- 6) Electricity is only available at the cottage.
- 7) Equipment, supplies and decorations must be removed at the end of the rental.
- 8) Tables (12) and chairs (60) are only provided for cottage rentals.
- 9) There must be one adult (21 and older) for every 12 minors (17 and younger).
- 10) Parks, Recreation and Cultural Resources Department reserves the right to cancel rentals that do not adhere to policies.



Anderson Point Park Rental Information



20 Anderson Point Drive
Raleigh, NC 27610
www.raleighnc.gov
Search: Anderson Point Park

Managed by Barwell Road Center
Phone: (919) 996-5994
E-mail: Barwell.Road@raleighnc.gov

Unique Facilities



Anderson Point Cottage

Rental Rate (4 hour minimum):

Resident: \$100/hour

Non-Resident: \$150/hour

Capacity: 50 (seated); 70 (standing)

Features: Historic charm, wood floors, warming kitchen, small private parking lot.

Cottage Tours: View a virtual tour at www.raleighnc.gov or call to set up a live tour.



Amphitheater

Rental Rate (2 hour minimum): \$50/hour

Capacity: 200 or more

More Information: Electricity, tables and chairs are not provided. Gate fee may be needed for driving access to space.

Shelter Spaces



Large Shelter

Rental Rate (2 hour minimum): \$15/hour

Capacity: 200

Features: 28 Picnic tables (not movable), 2 charcoal grills, water fountains, located near parking lot. Gate fee may be needed for driving access to space.



Small Shelter

Rental Rate (2 hour minimum): \$9/hour

Capacity: 50

Features: 12 Picnic tables (not movable), 1 charcoal grill, fountains, near playground. There is no parking near this shelter and gate fee may be needed for driving access to space.

Outdoors Spaces



Fields and Open Spaces

Rental Rate: \$30/hour

More Information: Inflatables (approved vendors) are allowed with permit and field reserved, no electricity, tents must be weighted, and renter must pay gate fee to drive into park.

Additional Rental Fees for All Spaces

Rental Application Fee - \$15 flat fee

This non-refundable fee is required for all cottage, field and amphitheater rentals.

Security/Damage Deposit - \$100 flat fee

This fee is required for cottage rentals. It may be returned after the rental date, minus any fees assessed. It may take up to 6 business weeks based on type of payment.

Gate Fee - \$20 per hour

Fee required to have gate open for renters to drive to outside spaces. Parking inside of park is not permitted (except for cottage rentals) Fee and gate times must be finalized 14 days in advance.

Alcohol Permit Fee - \$50 flat fee

Non-refundable fee is required with completed, notarized permit when applicable.