

Promoter Packet

Durham County Memorial Stadium

750 Stadium Drive

Durham, NC 27704



General Information

Durham County Memorial Stadium

750 Stadium Drive
Durham, NC 27704

Telephone: (919)-560-8975

E-Mail: DCMemorialStadium@dconc.gov

Website: <https://www.dconc.gov/county-departments/departments-a-e/county-stadium>

Twitter: @DCoStadium

Facebook: <https://www.facebook.com/DCoStadium/>

Management

The Memorial Stadium Authority supervises and directs the general operation of Durham County Memorial Stadium. It establishes policies relative to Maintenance, Fees and Use of the Facility. The Stadium Manager is the representative from Durham County Government - General Services Division responsible for the day to day venue operations including Booking, Event Management, Marketing, Operations and all other stadium related responsibilities. The Stadium is owned and operated by Durham County, North Carolina.

Facility Purpose/Description

Durham County Memorial Stadium's mission is to facilitate the safe operation of quality sporting and entertainment events that enhances the quality of life of the local community.

Stadium History

Built – 1958

Renovated – 2010 adding new features including the Tommy Hunt Press Box and an Artificial Turf Playing Surface

Tenant Teams – Northern High School Athletics, Shaw University Football, Tobacco Road FC

Major Events Hosted – CIAA Football Championships, Powerade State Games, North Carolina USA Track and Field Championships, King of Spring Lacrosse Classic, National Guard Reorganization Ceremony, North Carolina Senior Games

Location

The Stadium is situated in Northern Durham sharing the campus with Duke Regional Hospital.

Stadium Management

Zach Pritchard	Stadium Manager	zpritchard@dconc.gov
Ray Ellis	Stadium Manager	mrellis@dconc.gov

Logistical Information

Bowl Seating Capacity

Total Stadium Capacity – 8500

Home Side (South) –

Visitor Side (North) -

Bleacher Seating without backs

Bradshaw Field –

Artificial Turf: AstroTurf

Lined for Football, Soccer and Lacrosse

Track Surface

Beynon – Red Embedded surface

400-meter, 8 lane track

Lanes are 42 inches wide

1% Graded Bank

Practice Field/Field Event Space

Grass

Can be lined for events as needed for an additional expense

Power

Stadium has 110v power located in boxes along the sidelines of the field and inside the end zones

It is recommended that shows be prepared to provide adequate generator power in supplement of the house show power listed. If generator is on the field surface it will need sufficient field protection.

Sound System

PA is controlled from the press box.

Speakers are mounted on the Scoreboard. Additional speaker coverage can be available.

Stadium has the below microphones available. Additional fees may apply for use.

(1) Wireless Handheld Microphone (Shure SLX2/SM58)

(2) Wireless Bodypack Field Microphones (Shure SLX1)

The system has been set to levels in accordance with the county sound ordinances.

Lighting

Concourse and Field Sport Lighting are controlled by the stadium manager. The sports lights are non-dimmable

Field Access

Stadium does not have loading docks. Field access can be done through gated access on the South East and South West corners of the stadium. Appropriate Track and Field protection will be required depending on your event, which is available at an additional cost.

Scoreboard – Nevco MPCW-6 Scoring System

Locker Rooms

(2) Team Locker Rooms – Home and Visitor

60 Locker Stalls

(8) Showers

Heated

Officials Locker Room

(8) Lockers

(2) Showers

Heated

Tommy Hunt Press Box

4 – dedicated boxes for team/media/staff

Each Box has (8) 110V Electrical Ports and (8) Cat5 Ports

Scoreboard and PA control booth

Video Deck – Open Air

Video Deck has (8) 110V Electrical Ports and (5) CAT5 Ports

Press box is air conditioned and has restrooms

Use is for Event Officials, Coaches, Media only. Professional Conduct is expected inside the press box at all times

Internet/Phone

Limited Wireless Internet is available in the facility for Event and Promoter use.

Hard Line Internet connections are accessible inside all booths of the press box.

There are analog phones located in select locations (Locker Rooms, Press Booths, Etc). Additional phone lines can be installed at an additional event fee.

TV Truck Phone Lines are available near the Southeast corner of the stadium in the parking lot. There are 6 lines in this location. Additional fees will apply to activating the phone lines.

Concessions/Vendors

The stadium is responsible for all food concessions on property. There are (3) Permanent Stands on the Home Side and (1) Permanent Stand on the Visitor's Side. Durham County Memorial Stadium has contracted R&J's Fish Wings and Things as the primary concession vendor for all events at the stadium excluding Northern High School Football games. They have the rights to a minimum of (2) of the permanent stands located on the Home Side of the stadium for all events as determined by Durham County Stadium Management.

There are additional vendor spaces that have been identified by the stadium management team that can have 10x10 booth spaces. Sponsorship and Vendors (both food and non-food) must be approved by the stadium manager. Sponsors/Vendors that are selling goods at your event will be subject to additional fees. An outline of vendor fees can be found on the Durham County Memorial Stadium Website.

Booking Policies

Questions regarding booking an event at Durham County Memorial Stadium should be directed to Zach Pritchard, Stadium Manager at 919-560-8975 or zpritchard@dconc.gov

Scheduling

In order to place a hold on Durham County Memorial Stadium's calendar, prospective facility licensees must complete a Facility Reservation Form which is located at <http://bit.ly/DcoStadiumReservation>. Completion of this form will allow the stadium manager to review the requested dates, the nature of the event, the community benefit of the event, the capacity and character of the event planners to manage the proposed event, along with the safety of the fans and facility resources.

Once the Stadium Manager has been able to review your documents they will follow up with the licensee to discuss availability and contracting of your event. In general – Holds do not guarantee events/event dates. License agreements must be signed and non-refundable deposits paid before confirming an event.

Priority Booking

Durham County Stadium has primary holds on its calendar from the second week of August until December 1 for Northern High School Athletics potential sporting events and Shaw University Football. The stadium is required to book and confirm these events prior to moving to contract with any other event within the defined time period(s) above.

Holds

By completing a reservation form and returning it to the Stadium Manager will place a hold on the calendar for your selected date. Holds are placed on a first come/first serve basis outside of our required priority bookings. They fall into the categories below.

Primary Hold (H1) – First Group to complete their Rental Application Form and return it to the Stadium Manager. Northern High School and Shaw University fall within this type of hold.

Secondary Hold (H2) – Secondary holds are held pending execution of the primary hold's license agreement. If H1 is released, then the H2 will be notified that their event has been moved to the H1 for the requested date.

Challenges

In the event that a potential licensee makes a request for a date that is already being held (H1) they will be given a (H2). If the H2 group requests to challenge the date, the H1 group will be given written notice that their event date is being challenged and they will have 1 Business Week to make a non-refundable deposit based on the payment schedule outlined in the license agreement and return a signed copy of the license agreement.

If the H1 group doesn't meet the above requirements or they choose to release the date, the H2 group will be given written notice that the date will be held to them. The H2 group will have 1 Business Week to make a non-refundable deposit based on the payment schedule outlined in the license agreement and return a signed copy of the license agreement.

Priority Booking groups event dates cannot be challenged. Holds that are received for events in that time window will be designated H2, H3 and so forth until the Priority Booking groups have finalized their schedule.

Rental Agreement and Date Confirmation

The Stadium Manager will provide the licensee a rental agreement for promoter to review. Any changes to the license agreement will need to be made in writing and may have to be presented to the Stadium Authority and its Attorney.

Dates are considered confirmed upon the execution of a Rental Agreement and completion of the specified terms outlined within the contract including payment of the required event deposits by the Event Promoter.

Rental Rates and Conditions

Facility Rental Fees are outlined at the <http://bit.ly/DCoStadiumFees> for the current season. Peak Season is defined as April 1 through November 30 and Non-Peak is December 1 – March 31 of each year.

All potential licensees will need to fill out a facility reservation form located on the Durham County Memorial Stadium website at <http://bit.ly/DCoStadiumReservation>.

Rental Classifications

Durham Schools/Durham Youth Functions - Durham Public Schools and Durham Youth Activity Organizations
Collegiate Sport/Professional/Special Event Users – This includes but not limited to NCAA/NAIA or any Professional Sport Organization

Rental Rates Include

Use of requested space
Available Utilities in facility/space
Available Event Storage locations in facility/space
Event Attendants (Up to 2 County Provided Attendants. Larger Events may require additional staffing and fees will apply)
Cleaning
Field Setup/Tear Down*
*Practice field - painting/lining fee will be required

Equipment and Services

Durham County Memorial Stadium staff can assist in the facilitation of some event logistical and operational needs. Additional costs may apply.

Security

Durham County Sherriff's office is the security provider for the venue and is required to be on site for events. Security staffing and costs are arranged directly with Captain Harris. His contact number is 919-730-5145. Durham County Sherriff's Office will inform stadium management that they have been scheduled for your event.

Insurance Requirements

Licensee shall obtain and maintain the following minimum insurance coverage:

\$1,000,000.00 - Bodily Injury Liability, and
\$100,000.00 - Property Damage Liability, or
\$1,000,000.00 - Combined Single Limit Bodily Injury and Property Damage

Such policy or policies shall contain a provision that the coverage may not be canceled or reduced except upon not less than thirty (30) days prior written notice by the insurance company to the Stadium Authority. A certificate of insurance and copy of such policy or policies, issued by an insurance company licensed to do business in the state of North Carolina shall be filed with the Stadium Manager contemporaneous with the Event date.

Stadium Management will include a sample of required insurance that highlights the required information for additionally insured, value, etc. when sending the contract.

Event Shipments/Deliveries

The stadium will not accept advance freight/shipments for exhibitors or tenants, unless otherwise agreed to in writing.

Digital Signage

Durham County Memorial Stadium has a Daktronics Galaxy 3550 Series LED Display located at the corner of Duke Street and Stadium Drive. Stadium Management can include your event information on the signage in the time leading up to your event.

Policies and Procedures

Alcohol

No alcoholic beverages may be brought into Durham County Memorial Stadium.

Cameras and Recording Devices

Cameras and Recording Devices are allowed for most events. This is subject to change on an event by event basis. Durham County Memorial Stadium staff cannot hold/store any personal property belonging to a guest and will be asked to return it to their vehicle.

Decorations/Signage

Durham County Memorial Stadium does not allow patrons/vendors/guests/event producers to use adhesive tape on any of our surfaces. Nails/Screws/Staples/Stakes/Etc are not to be driven into walls, ceilings, turf, track, furniture or any other surface inside the stadium unless approved by the Stadium Manager.

Food and Drink

No food or drink (except water) is allowed on the track or turf field. This is including but not limited to Chewing Gum and Sunflower Seeds.

No metal or glass containers are allowed inside the facility.

Drones

Drones and other aircraft are prohibited.

No Smoking

No smoking or other controlled substances are allowed on Durham County Memorial Stadium Property.

Service Animals

Only Service Animals for guests with disabilities are allowed inside the stadium.

Elevator

Elevator located the center of the Home (South) Concourse. It has access to the Observation Deck/ADA section and the Press Box. Press box is only for authorized event personnel only.

First Aid

Durham County Memorial Stadium has (2) First Aid offices. One on the Home side across from Section C and One on the Visitor's side behind section G. Both First Aid offices have AEDs located outside of the office. These are staffed on a per event basis. EMTs are an additional expense.

No Smoking

Durham County Memorial Stadium is a Smoking Free Facility. The use of Cigarettes, E-Cigarettes is prohibited on Durham County Memorial Stadium Property.

Throwing Objects

For the safety of all, guests are prohibited from throwing any object in the stands or onto the playing surfaces or stage.

Trespassing

No spectators are allowed on the track or turf. Climbing of the Goal Posts is prohibited. Patrons that enter restricted areas will be considered trespassing and may be subject to ejection or possibly arrest.

Ejection

Violation of Durham County Memorial Stadium policies or state/local laws may result in ejections, fines, and/or prosecution. In addition, violators may be barred from future events at Durham County Memorial Stadium. Ejected parties may make a written appeal to the Stadium Manager or their designee. The decision rendered on appeal shall be final.

Parking

Parking fees may be charged on a per event basis. Maximum parking charge is currently \$10.00 per vehicle. If Event Promoter collects parking fees Durham County Memorial Stadium will receive 20% of the parking fees.

Access to the Home (South) Parking lot is located on Stadium Drive.

Access to the Visitor (North) Parking lot is from Wisteria Avenue.

Tailgating is approved in the parking lots. Maximum Charge for parking for Tailgating is \$50.00 per vehicle. Lots open 2 hours prior to the event start time.

Prohibited Items

For safety reasons, patrons may be refused entry if they are in possession of prohibited items including, but not limited to:

- Alcoholic beverages/illegal drugs
- Food and drinks
- Drones or Remote-Controlled Model Aircraft
- Cigarettes or E-Cigarettes (smoking free facility)
- Glass, metal containers and flasks
- Fireworks/flares
- Laser pointers
- Weapons of any kind (Including Firearms and Knives)
- Baby seats or carriers
- Glitter/confetti
- Balloons, glow sticks, frisbees, permanent markers, spray paint, streamers
- Parcels or packages
- Inflatables
- Brooms
- Chairs/stools
- Pamphlets, product samples
- Skateboards, rollerblades, bicycles, helmets
- Any other items deemed dangerous and/or inappropriate by Stadium Management and/or Event Promoters

Prohibited items must be returned to the owner's car or discarded. Any unlawful items are subject to confiscation, and the person in possession of such items is subject to arrest.