



# DURHAM COUNTY MEMORIAL STADIUM



## Rental Application

Contact Name:

Organization:

Physical Address:

City:

State:

Zip Code:

E-Mail:

Primary Phone:

Mobile:

Event Day Contact (if different from above) Name:

Mobile:

### Event Information

Name of Event:

Event Space Needed: \_\_\_\_\_ Stadium Field \_\_\_\_\_ Track \_\_\_\_\_ Parking Lot \_\_\_\_\_ Practice Field/Throws Area

Type of Organization: \_\_\_\_\_ Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Government Agency \_\_\_\_\_ Durham County School

Is Event Open to the Public?

Admission Cost:

Description of Event (Include information for Stadium Calendar and Social Media including ticketing information):

### Event Schedule and Estimated Attendance

	Staff Arrival	Gates Open Time	Event Start Time	Estimated End Time	Estimated Attendance
Date 1:					
Date 2:					
Date 3:					
Date 4:					
Date 5:					

Will you need a dedicated Set Up prior to or a Load Out Day following your event?

### Requirements for Rental

**Event Contract** – After receipt of your Rental Application the stadium manager will confirm your date and create a contract. Your contract will include the estimate for the event and will need to be signed and returned to the Stadium Manager

**Insurance** – The event organizer will be obligated to secure and maintain an insurance policy throughout the term of the contract. The Stadium Manager can provide a sample insurance document for your review. The policy(ies) minimum limits of liability for bodily injury/property damage shall be at least \$1,000,000 for each occurrence

**Payment** – To confirm your event payment of a 25% Non-Refundable Deposit plus a 10% Refundable Damage Deposit must be paid to the Stadium Manager with your signed event contract. The event balance is to be paid at least five (5) business days prior to the event. Payments can be made by Cash, Money Order or Certified Check.

**Security** – Event Security is handled directly through the Durham County Sheriff's Office.  
Contact: Sergeant Harris Phone: 919-599-1188 E-Mail: anharris@durhamsheriff.org

**Stadium Rules/Regulations** – A list of stadium regulations are included in this document. Policies are subject to change.

*I understand that I am responsible to ensure payment of any rental fee (as agreed upon) and related costs. I also understand that this application may be denied for any reason, and if accepted will be bound to the terms and conditions of the Facility Use Contract. All information is accurate and truthful.*

Applicant's Signature:

Date:

**Please Sign and Return the Stadium Rental Application and Stadium Guidelines Pages to Zach Pritchard, Stadium Manager, at the below contact information**

**E-Mail:** zpritchard@dconc.gov

**Mail:** Durham County Stadium – Stadium Manager  
310. S Dillard Street  
Durham, NC 27701

**Fax:** 919-560-0431



## DURHAM COUNTY MEMORIAL STADIUM – GUIDELINES



### Stadium Overview

- 1) Failure to follow rules and regulations for this facility may result in termination of current and future stadium use agreements
- 2) Durham County is not responsible for any lost or stolen items.
- 3) Security Services provided by the Durham County Sheriff's Office is required for all public events. It is the responsibility of the renting party to coordinate staffing needs with Lieutenant Harris of the Durham County Sheriff's Office.
- 4) Medical Services are not provided by the Stadium. It is the responsibility of the renting party to coordinate and provide medical services for their event.
  - a. Durham County Emergency Medical Services will coordinate services directly including billing. For information you can visit - <https://www.dconc.gov/government/departments-a-e/request-ems-stand-by>
- 5) No vehicles will be allowed to be parked or stored inside the stadium perimeter fencing, except for Emergency Medical Vehicles or Durham County Officials
- 6) No aircraft are allowed at the facility without approval of stadium management, this includes the use of drones.
- 7) Only service animals for guests with disabilities are permitted at the stadium. No pets are allowed.
- 8) Durham County facilities are smoke free. Smoking is not permitted on the property. Chewing tobacco is also not allowed.
- 9) No use of Alcohol or other legally controlled substances are permitted on the stadium property
- 10) Weapons (i.e. knives, pepper spray and other aerosols, key rings/key chains for self-defense, stun-guns, any concealed weapons, firearms, etc. and any ammunition or accessories to weapons) are strictly prohibited
- 11) No open flames or fireworks are permitted
- 12) No Glass or Aluminum containers/cans/bottles are allowed
- 13) Coolers and outside Food and Beverage are not allowed for spectators unless approved by Stadium Manager.
- 14) Concessions and Vending
  - a. Concessions are available for most events and are provided by R&J's Fish Wings and Things and Mighty Frozen Smoothies and Philadelphia Ice. Food Trucks/Vendors that provide similar menus to the above will not be allowed.
    - i. Additional food trucks may be available at the request of the event organizers. Stadium has a vendor fee that will be applied based on the estimated attendance size per event day.
      1. Please inform stadium manager so an agreement can be created. Vendors that do not have a vendor agreement with the stadium will not be allowed to setup.
      2. Event organizers can pay the vendor fee if they so choose.
      3. Event organizers are responsible for any Durham County Health Inspector Fees/Permits/Etc.
  - b. Vending of any item for sale that is for sale on the Stadium Property is subject to a vendor fee.
    - i. Stadium Manager will identify concourse locations that are available per fire marshal regulations
    - ii. Please inform stadium manager so an agreement can be created. Vendors/Event Organizers that do not have a vendor agreement will not be allowed to setup.
    - iii. Event organizers can pay the vendor fee if they so choose
    - iv. Stadium will not provide any tables/chairs/tents for vendors and minimal power is located on the concourse. Generators are not permitted on the concourse unless approved by stadium manager.
  - c. Event Sponsors that are not selling items on site are permitted to setup in approved concourse locations without a payment of a vendor fee.
  - d. Sampling and giveaway items must be approved by Stadium Management
- 15) Use of Tents on Stadium Grounds is Approved with the below requirements:
  - a. Temporary membrane structures, temporary stage canopies greater than 400 square-feet and tents greater than 800 square-feet require a permit and inspection from the Durham County Fire Marshal's Office.
    - i. Permit Information - <https://www.dconc.gov/government/departments-f-z/fire-marshal/fire-inspections>
    - ii. Location of tents must be approved by Stadium Manager
    - iii. Stadium Policy allows 10x10 tents can be built in the bleachers individually. If tents are erected in the seating sections, they must be tied down with rope/bungee cords.
      1. Spectator/Team tents cannot be inside the grassy areas surrounding the track
    - iv. Tents cannot block views from the press box or be built in the top row of each section.
    - v. Tents on the concourse must properly be weighted with tent weights. Tents must not block doorways or walkways and may be moved by stadium management or the fire marshal.
- 16) The Press Box is for use by Event Officials, Coaches and Media only. Professional conduct must be maintained.
- 17) Event Organizers are responsible for ticket sellers, ticket takers, gate attendants, credential checkpoint staff and ushers.
- 18) No trespassing when gates are closed



## DURHAM COUNTY MEMORIAL STADIUM – GUIDELINES



### Stadium Field and Track Surface Rules

- 1) Use of Track and Field areas are by contract only
- 2) No food or drinks are allowed on the track and field surface. This includes but not limited to Gatorade or similar products
- 3) At the end of the event only clean ice and water can be disposed of on the sidelines of the synthetic turf. Any other container must be taken to the locker room to be poured out.
- 4) Spectators are not allowed on the track or field surface. Climbing of the goal posts is prohibited.
- 5) No paint, chalk, tape or any other additional permanent markings are allowed on the Field or Track.
  - a. Aero/Turbo/Mini Javelin is allowed on the stadium turf as long as the sectors are marked by Sector Tape
- 6) Driving Stakes or Digging into the turf is strictly prohibited.
- 7) Any body fluids, such as blood or vomit must be cleaned immediately by the team trainer.
- 8) Track protection matting will be setup for most events not using the track.
- 9) Metal Spikes are not allowed on the Football Field
- 10) Running Shoes and Track Spikes are approved. Track Spikes are limited to less than 3/16” pyramid spikes
- 11) Event organizers are responsible for the management of access to credentialed zones/access to the track or field. This includes the pickup of athletes following the completion of their races.
- 12) Throwing of Discus, Hammer, Javelin and Shot Put is only allowed in the designated areas on the practice field located on the west side of the stadium. Proper supervision from Meet Management and/or Team or Event Officials is required.
- 13) Walkers and Joggers are restricted to the outside lanes (5-8)
- 14) No golfing is allowed on property.
- 15) Frisbee will be allowed on a per event basis with approval from stadium manager.
- 16) No wheeled vehicles are allowed on the track without approval of the stadium manager. Golf carts must not drive directly over the track rails and need to avoid sudden stops and “jackrabbit” starts.
- 17) Special Events
  - a. Stages or Other Large Structures must be set on a minimum 16”x16”x1-1/2” base pads or ¾” plywood
  - b. Tents and stage canopies on the track and field surface are subject to the above approvals of the Durham County Fire Marshal office
    - i. Temporary membrane structures, temporary stage canopies greater than 400 square-feet and tents greater than 800 square-feet require a permit and inspection from the Durham County Fire Marshal’s Office.
    - ii. Permit Information - <https://www.dconc.gov/government/departments-f-z/fire-marshal/fire-inspections>
  - c. Tents on Track and Field must be properly weighed down and have protection under weights/legs to protect surfaces
  - d. Graduations, Concerts or similar events only blunt leg tips or slip on protective leg tips will be allowed on the turf with a protective cover over the track and/or field surface
  - e. Limited, lightweight vehicular traffic will be permitted with stadium manager approval. Vehicles cannot be overloaded and should cross along protective plywood paths.
  - f. Areas crossing the track will be limited to areas where track protection has been installed and will be monitored by stadium management staff.

### Parking Lot

- 1) Licensee shall be responsible for the parking of all automobiles at the Event. Licensee shall also be responsible for coordinating traffic control and shall obtain the assistance of the Chief of Police of the City of Durham and/or the Sheriff of Durham County in the moving and handling of traffic before, during and after said Events.
- 2) Tailgating is approved in specified areas of the parking lot. Parking lots cannot open earlier than 2 hours prior to the event.
- 3) Tailgaters and food vendors will only dispose of cooking oil and waste water in the appropriate areas. This is not a service provided by the stadium and if not arranged by the event organizer will need to be taken off site.
- 4) Overnight parking is not allowed without the approval of stadium management
- 5) Parking Lot event rentals are subject to the same policies as listed above. Parking lot rental groups are responsible for cleaning the trash from the lots throughout and at the conclusion of the event.

*As the applicant, I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the event and to insure compliance with all policies, rules, regulations and guidelines of Durham County Memorial Stadium, Durham County Stadium Authority and Durham County. I understand that any violations may result in the immediate cancellation of the reservation and/or revocation of the agreement.*

Signature \_\_\_\_\_

Date \_\_\_\_\_