

DURHAM COUNTY MEMORIAL STADIUM RENTAL APPLICATION

Contact Name:

Organization:

Physical Address:

City:

State:

Zip Code:

E-Mail:

Primary Phone:

Event Day Contact (If Different from Above):

Contact Phone:

Event Information

Name of Event

Event Space Requested: _____ Stadium Field _____ Track _____ Parking Lot _____ Practice Field/Throws Area

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

Is the Event Open to the Public?

Admission Cost:

Description of Event for Stadium Calendar (Including ticketing, social media or other event information):

Event Schedule and Estimated Attendance

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

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

Facility Rental Requirements

Event Contract: After receipt of your Rental Application, stadium management 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 is included in this document. Policies are subject to change.

Applicant Signature:

Date:

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.

Please Sign and Return the Rental Application and Stadium Guidelines to Stadium Management at stadium@dconc.gov



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 Sergeant Harris of the Durham County Sheriff's Office.
 - a. Sergeant Harris can be contacted via E-Mail: anharris@durhamsheriff.org
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. Service animals are allowed as defined by the ADA. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes as defined by the ADA. Pets are not permitted.
8. Durham County facilities are smoke free. Any use of tobacco products is strictly prohibited on County Property this also includes the use of E-Cigarettes (Vaping). Chewing tobacco is also not allowed.
9. Alcohol will be available for purchase at select events. Outside alcohol is strictly prohibited.
10. Other legally controlled substances are prohibited.
11. 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
12. No open flames or fireworks are permitted
13. No Glass including containers/cans/bottles are allowed
14. Coolers and outside Food and Beverage are not allowed for spectators unless approved by Stadium Manager
15. Concessions and Vending
 - a. All Food and Beverage is controlled by Durham County Stadium and the Stadium Authority as outlined within the rental agreement. Food and Beverage Concessions will be provided for all stadium events excluding practice class events via stadium vendors.
 - 1) The stadium has established partnerships with R&J's Fish Wings and Things and Mighty Frozen Smoothies and Philadelphia Ice.
 - 2) Certain events may require supplemental vendors or a food option that reflects the content/patron experience of a specific event. Please contact Stadium Manager to discuss options. Fees will apply.
 - 3) Operators are **not permitted** to secure Food and Beverage vendors as outlined in the rental agreement. Food Vendors without agreement with the stadium will not be allowed to setup
 - 4) *This excludes Northern High School Football that yearly pays flat fee for concession sales during their football games.*
 - b. Durham County Stadium supports the event operator's ability to program their events to match the Merchandise and Non-Food Vendor needs of their attendees.
 - 1) All concourse vendors must be approved by the Stadium Manager to ensure that items for sale or distribution comply with the Durham County Memorial Stadium Prohibited Item List.

1. In line with industry standards, a daily fee may apply for vending/merchandise sales on the concourse during events.
 - a. These fees will be billed to the Event Operator, pricing can be provided upon request
 - c. Event Sponsors are approved to setup at no additional fee so long as no product is being sold on site and their giveaway items are not on the prohibited items list –
 - 1) Any food and beverage items must be sample size and preapproved by Stadium Manager
 - d. Stadium Manager will identify concourse locations that are available for vending per Fire Marshal regulations
 - 1) Please inform Stadium Manager of any vendors that will be operating on site
 - 2) Additional Fees to the event organizer may apply. A fee schedule is available upon request and are subject to change
 - 3) Stadium will not provide 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
16. Catering for participants, coaches and staff can be provided by a third-party caterer. If it is found that the catering is being sold for event gain the catering will be shut down and the event organizer may lose part or their entire damage deposit
17. 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.
 - b. Permit Information - <https://www.dconc.gov/government/departments-f-z/fire-marshal/fire-inspections>
 - c. Location of tents must be approved by Stadium Manager
 - d. 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 stadium on the grassy areas surrounding the track
 - e. Tents cannot block views from the press box or be built in the top row of each section.
 - f. Tents must not block doorways or walkways and may be moved by stadium management or the fire marshal. Tents on the concourse must properly be weighted with tent weights. Stakes are not permitted
18. The Press Box is for use by Event Officials, Coaches and Media only. Professional conduct must be maintained.
19. Event Organizers are responsible for ticket sellers, ticket takers, gate attendants, credential checkpoint staff and ushers.
20. No trespassing when gates are closed

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 bodily 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 3/4” 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
 - c. 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.
 - d. Permit Information - <https://www.dconc.gov/government/departments-f-z/fire-marshal/fire-inspections>
18. Tents on Track and Field must be properly weighed down and have protection under weights/legs to protect surfaces. Tents on the field or track should be taken down at the end of each event day to prevent damage in case of severe weather outside of event hours.
19. 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
20. Limited, lightweight vehicular traffic will be permitted with Stadium Manager approval. Vehicles cannot be overloaded and should cross along protective plywood paths.
21. 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 wastewater in the appropriate areas. This is not a service provided by the stadium and if not arranged by the event organizer, oil and wastewater 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.
6. Parking Lot Only Rentals do not include access to the stadium's restrooms, concourses, or other facilities. Concourse with bathroom access can be rented for an additional fee.

As the applicant, I hereby agree and understand that it is my responsibility to oversee all parties affiliated with the event and to ensure 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 _____