



## **Special Event Rental Guide**

Updated: June 2023

### **Facilities Available**

All facilities for the use of hosting a special event can start as early as 7:00 a.m. and must close at dusk and/or no later than at 10:00 p.m., unless otherwise approved by DCRP Staff.

- Outdoor Amphitheater: 43'Wx38'Lx12'8"H, with 800amp AV hook ups.
- Civic Green: Outdoor green space with concrete walkway.
- Stadium: Turf field lined for regulation football and soccer. Includes Track, Stadium Bleachers, Press Box, and Concession Stands.
- Multipurpose Field: Grass field – Estimated area 200'x200'
- Gymnasium (2): Standard gym with one full set of bleachers accessible to both front and rear lobby, Auxiliary gym with two sets of bleachers.
- Meeting Rooms (7): Throughout the facility – varies in size.
- Parking Lot: 655 spaces, main street and side street entry points.

### **Event Components (Fees Apply)**

- **Day before set up:** Renter may request the day before for extra set up (max 4 hours), if available. A set-up time frame will be provided to the renter and must be completed during normal operational hours. If renter exceeds past the provided time frame, the renter will forfeit the refundable damage deposit.
- **Concession Rights:** Renter is allowed to sell concessions in approved locations. All food and drink must be pre-packaged. Anything cooked and served on-site must be approved by the Davie County Health Department Office of Environmental Health (336) 753-6780 and have proper permit.
- **Admission:** If tickets (on-site or online) are required for spectators to enter and watch the event, then one Law Enforcement Officer (Davie County Sheriff Department) may be required. If no tickets are required, it is highly recommended that the renter contact the Davie County Sheriff Department (336-751-6238) to notify them an event is being facilitated. Appearances from the Law Enforcement throughout the event are a good community representation.
- **Stadium Lights:** Lights can be requested. DCRP staff will provide renter with location of light box prior to rental date.

### **Sound Requirements: Press Box Usage (Stadium only) and Portable House Sound**

- Access to either sound systems can be requested. Only people who are at least 18 years old can have access to the press box. If using the portable house sound system, prior approval will be required and DCRP Staff will need to be on site.
- If access to the electrical panels at the amphitheater are required, your event must use a professional service provider approved by DCRP. This includes any band, DJ, or professional entertainment service.

- Under no circumstances shall the renter make any structural or electrical alterations to county facilities. No special wiring shall be permitted which exceeds the established voltage in the facility.
- Please be aware the Town of Mocksville noise ordinances do apply. In the event the renter's event creates a disturbance due to high noise volume, DCRP has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances occur, DCRP may expel the renter from the premises. The renter will also be solely responsible for any fines or fees associated with noise ordinances. If noise ordinance is violated, renter is not eligible for a refund.

### **Additional Permits**

- **Itinerant Merchants Permit:** Any commercial business or organization that rents the Brock Recreation Center or a facility at the Davie County Community Park for the purpose of public sales must secure an Itinerant Merchants Permit (\$100.00) by registering with the Mocksville Police Department (336) 751-6231 and apply for an Itinerant Merchants License. This permit must be received by the County 14 days prior to the event.
- **Crowds Compliance:** All renters and organizations must comply with known capacity codes for utilized facilities.
  - If your event will host more than 1,000 people at any given time, you will need one (1) certified crowd manager for every 250 people at your event, to be in compliance with county codes set forth by the Fire Marshall's office.
  - If deemed necessary, DCRP reserves the right to require the renter to obtain additional portable restroom facilities, dumpsters, etc., at their own expense.

### **Emergency Personnel and Law Enforcement**

It is the responsibility of the renter to understand and be fully aware of any and all potential risk associated with the event being facilitated. For this reason, DCRP highly recommends that the renter provide on-site County Emergency Service and/or Law Enforcement Personnel. The renter assumes all risks and liabilities in providing adequate Law Enforcement and Emergency Personnel for the event. The renter is responsible for any and all cost associated with providing Law Enforcement and Emergency Personnel (if applicable).

### **General Liability**

The renter may be required to provide the DCRP proof of general liability insurance and shall have the County of Davie (123 South Main Street, Mocksville, NC 27028) named as an additional loss-payee on said policy. General liability coverage per occurrence must be a minimum of \$1,000,000.00 and aggregate of \$2,000,000.00. The renter's certificate of liability insurance shall be submitted to [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov) at least two (2) weeks prior to the rental date specified above.

### **Rules**

- The renter is responsible for any third party contractor, including but not limited to their Event Planners, Caterers, Band, DJ, and Florist.

- **Parking:** is allowed in parking lots only. No unauthorized vehicles are permitted to be on the grass, sidewalks, trails, fields, etc. Parking of cars and traffic control is the responsibility of the renter.
- **UNDER NO CIRCUMSTANCE** shall any motorized vehicle drive onto or through any park grounds other than designated parking areas. Gated or bollard access points may only be accessed by motorized vehicles only by expressed written permission from the Davie County Recreation and Parks administrative team (Recreation and Park's Director, Marketing and Special Events Coordinator, Athletic Program Director, or Customer Care Administrator). Any request to access gated or bollard areas must be made at least one (1) week in advance. Any request made inside one (1) week shall be denied. Furthermore, renter acknowledges and understands that if any motorized vehicle used by the renter or third party used by renter drives onto any park grounds other than designated parking areas without expressed written permission from Davie County Recreation and Parks administrative team, shall result in forfeiture of the renter's damage deposit.
- **Signage:** No signage, banners, tents, equipment or other apparatus may be located on the facility unless the use and location has received prior approval from DCRP. The renter is responsible for removing all outdoor signage (i.e. banners and yard signs) from the premise and among town/county roadways within 36 hours of the event. All signs must comply with town/county ordinances. Failure to remove signs within 36 hours will result in a forfeiture of the refundable damage deposit.
- **Cleaning:** Renter must clean rented facilities, including but not limited to bleachers, concession stands, restrooms, parking lot, etc. The renter must provide their own cleaning supplies and 44 gallon trash bags. Initial trash bag liners will be placed in trash cans for your usage. The renter is responsible for the proper disposal of all trash accumulated during your rental. Any trash liners taken to the outside dumpster must be replaced with your own liners.

### **Inclement Weather Policy**

- DCRP Staff will make the final determination as to the use of outdoor facilities for events. The renter will take responsibility of damages caused to any items or equipment caused by inclement weather.
- As a matter of safety and precaution, all activity must come to a stop if thunder is heard or lightning is seen during rental time. All participants, organizers, and spectators are to return to their cars and wait 30 minutes from the last sound of thunder or sight of lightning before resuming. NO EXCEPTIONS. If the weather clears, the event may be resumed 30 minutes after last sound of thunder or sight of lightning.
- If the heat index is at or above 104 degrees, all outdoor activities will be canceled. If the wind chill is at or below -10 degrees, all outdoor activities will be canceled.
- Special Event Rental Cancellations due to inclement weather and unsafe conditions are eligible to receive a refund. The refunded amount will be based on the following: 100% refund if the event is canceled prior to the rental date. A partial refund of unused hours if rental hours were used.