



Bailey Park

445 Patterson Avenue

Winston-Salem, NC 27101

Bailey Park Event Guidelines & Rules and Regulations

About

Located in the Innovation Quarter in downtown Winston-Salem, Bailey Park consists of 1.6 acres of publically accessible green space. Opened in 2015, Bailey Park features a covered stage, restroom facilities, a food truck court and a large grassy lawn suitable for a variety of recreational activities.

Use of Bailey Park

Bailey Park is for use by individuals and groups and is ideally suited for people living, learning, working and playing in and around the Innovation Quarter and for the greater Winston-Salem community.

Events

Organizers of all Events, including Performances, require the prior permission of Bailey Park management. DTZ, a global leader in property services, currently manages and operates Bailey Park on behalf of the Innovation Quarter's North District Owners Association.

-Event requests must be made two weeks prior to the requested Event date.

-Events of 20 or more people, with or without catered food and alcoholic beverages require the prior permission of Bailey Park management.

-For gatherings of less than 20 people, the prior permission of Bailey Park management to hold the Event is needed if catered food or alcoholic beverages are required.

-Bailey Park cannot be reserved for personal Events, such as birthdays, memorials, etc.

-The following types of Events are not permitted:

- Political
- Religious
- Weddings and Wedding Receptions

Event Operations & Management

Facility rental costs vary based on the size, duration and location of the organized Event within Bailey Park. Bailey Park management will work with the Event organizer to determine the rental cost per Event. Bailey Park management is available as venue manager or to assist with details that are pertinent to using Bailey Park and its facilities. Please note:

- Event organizers are responsible for setup and removal of any rented or personal equipment. When requesting any Event in Bailey Park, please advise the entire time requested for the Event, including setup and breakdown.
- All Event attendees are required to abide by the Rules and Regulations of Bailey Park as outlined in Appendix B.
- Each Event must denote at least one contact person.
- Each Event organizer is required to conduct a walk-through of Bailey Park with Bailey Park management to ensure that all supplied equipment is compatible with on-site audio equipment.

Insurance

Bailey Park requires Event organizers to furnish a certificate of liability insurance covering the Event. Bailey Park management can provide information regarding this certificate.

Deposits/Billing

Bailey Park may require a deposit for services rendered by Bailey Park management in connection with an Event. Final billing and refunds will be processed after the Event. Bailey Park requires payment in cash or by check. Checks returned for non-sufficient funds will be charged a \$100 processing fee.

Cancellations

Event organizers may cancel or reschedule an Event, in writing, up to 48 hours before the reserved Event, or the first in a series of events. Cancellations made less than 48 hours before the reserved Event, or the first in a series of Events will be cancelled with the forfeiture of any paid deposit. Bailey Park management will make exceptions for unforeseen circumstances beyond the control of the Event organizer or Bailey Park. Bailey Park reserves the right to cancel any Event

Weather

Bailey Park management reserves the right to postpone, cancel, reschedule or relocate an Event in Bailey Park due to inclement weather.

Hours

Bailey Park is operated daily between from 7:00 am to dusk. Private Event times are by agreement.

Catering

Bailey Park does not have an exclusive caterer, however, we do have a number of approved caterers. Please note that your Event organizer(s) are responsible for making separate arrangements and payments with the caterer of their choice, and that catering services are not included in any contract with Bailey Park management.

While grills are permitted through an approved caterer, Bailey Park management must pre-approve the placement of the grill and a ground cover used to protect the grass and/or cement.

Alcohol Policies

No person under the age of 21 will be allowed to consume alcoholic beverages in Bailey Park. While alcoholic beverages are permitted during organized Events, it is the sole responsibility of the Event organizer to provide applicable Liquor Liability Insurance and alcohol permits to ensure compliance with city, county and federal regulations.

If an Event guest arrives intoxicated they will be asked by Bailey Park security to vacate the premises. If Event guests become too intoxicated during an Event, the security guard may also use his/her discretion to shut down the event

Glass bottles are **not** permitted in Bailey Park, except for wine bottles. Canned beverages should be substituted for glass beverage containers.

Furniture

The chairs and tables in Bailey Park are for public use. If you would like to utilize these tables and chairs for your Event, please request them in your proposal. You may also request the removal of furniture from the space you seek to reserve. A charge will accompany the use and/or removal of furniture in Bailey Park.

Tents

Tents are allowed but no stakes or poles may be driven into the ground during setup. Please discuss the need for tents and their set up with Bailey Park management in advance of the Event.

Signage/Decorations

Materials may not be attached to the restroom building or stage by any form of tape, pin or nail. Please contact Bailey Park management to discuss your specific decorating plans to make sure they comply with Bailey Park rules and regulations.

Storage

Storage space is not available in Bailey Park before, during or following an Event. Access to the Bailey Park office is prohibited. Bailey Park is not responsible for storing and moving equipment rented from outside vendors.

Cleanup & Breakdown

It is preferred that Event setup occurs the day of the Event. Event breakdown and removal of personal property must occur immediately following the Event. You are required to assist with basic cleanup at the conclusion of your Event, including (but not limited to) placing trash in receptacles, removing personal effects and equipment and decorations.

Please note that janitorial services may be required during and after your event based on the size of the event and number of people present. The requesting Event entity or user will be charged an additional cleaning charge should it be determined that additional cleaning is required following an Event outside the scope of the property use agreement. Items left in Bailey Park will be considered abandoned property and will be disposed of accordingly.

Security

The Innovation Quarter, including Bailey Park, is currently patrolled 24/7 by security services leader, Sunstates Security. Bailey Park has three blue code emergency stations that connect to the Wake Forest Baptist Medical Center's Emergency Communications Center when activated.

If the nature of the event is such that Bailey Park management determines the need for on-site security (e.g., due to safety, large crowds, items of value, individuals in attendance, etc.), the requesting Event entity or user will be assessed the cost of the required additional security. Bailey Park currently contracts with Sunstates Security for additional Event security needs.

Bailey Park shall not assume responsibility the damage or loss of any merchandise or articles brought into Bailey Park.

Sunstates Security: 336-713-1568

Equipment

Bailey Park has limited audio/video capabilities. Please discuss any A/V requirements with Bailey Park management.

Music

Bands and DJs are welcome in Bailey Park in connection with your Event. All loading and unloading of equipment must be preapproved and scheduled in advance. Once the equipment has been unloaded, the vehicle must be immediately moved from the designated loading area(s). All equipment should be unloaded prior to beginning setup so that the vehicle can be moved from the designated loading area.

If sound will be amplified, music must conclude by 10pm unless otherwise permitted.

Please note that we advise groups to bring their own carts and/or moving equipment. All cords must be either taped down, with gaffers tape, or covered with a cable cover ramp supplied by the Event organizer.

Gardens & Grounds

All plants and walkways in Bailey Park need to be protected during Event setup, breakdown and for the duration of the event. Bailey Park management will work with you to develop a protection plan. Any damage to these areas will be billed to the Event. Staking of tents or other structures is prohibited.

Restrooms

Bailey Park is equipped with two men's and two women's toilets, each of which have a handicap accessible stall. Bailey Park management may require additional portable toilets to be supplied by the Event organizer depending on the projected event attendance and/or alcohol consumption. Placement, delivery time and pickup time of the portable toilets must be discussed with Bailey Park management at least two weeks in advance of the Event.

Parking

Two-hour on-street parking is available along Patterson Avenue between 4th and 5th streets. In addition, hourly off-street parking is available in the Church Street Parking Deck one block away. Please inform Bailey Park management of any parking needs you may have for your event in order to determine whether additional off-street parking can be accommodated.

Photography & Filming

Pre-approval by Bailey Park management is required if you wish to use Bailey Park for photography or videography shoots that are unrelated to an Event. Bailey Park reserves the right to take photographs of events and film events for its own records for future promotional materials with the expressed approval of the Event contact.

Park Rules & Regulations

Bailey Park operating hours: 7:00 am to dusk.

All visitors and staff must comply with all posted Rules and Regulations and on-site security:

Bailey Park is a smoke-free zone.

Gardens & Landscapes

Please enjoy open areas and lawns without entering flowerbeds or plantings. Please do not pick flowers. Please keep pets out of flower and plant beds.

Pets

Pets must remain on a leash at all times. Bailey Park reserves the right to restrict dog activity to certain areas. Please clean up after your pet. Three dog stations are provided for your convenience.

Sports

Organized team sports are not permitted within Bailey Park. Riding bicycles, skating and skateboarding are prohibited except on perimeter sidewalks.

Waste

Please keep Bailey Park clean by placing all recyclable and waste materials in the appropriate receptacles.

Prohibitions

The following are prohibited in Bailey Park:

- Panhandling
- Soliciting
- Weapons
- Illegal Drugs
- Alcoholic beverages (except by permission)
- Glass Bottles
- Open flame
- Driving stakes or poles into the ground
- Confetti or Glitter
- Birdseed or Rice

Damage fees will be assessed if these restrictions are not observed. Event organizer(s) are responsible for informing all Event participants and vendors of these rules.

By Permit

- Film and photography shoots
- Events or gatherings of 20 or more persons with or without catered food and alcoholic beverages
- Events or gatherings of less than 20 persons requiring catered food and alcoholic beverages
- Commercial activity
- Amplified sound
- Organized sports
- Performances