



445 PATTERSON AVENUE  
WINSTON-SALEM, NC 27101

## **BAILEY PARK EVENT GUIDELINES, RULES *and* REGULATIONS**



## BAILEY PARK EVENT GUIDELINES, RULES *and* REGULATIONS

### ABOUT

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Located at the heart of the Innovation Quarter in Winston-Salem, Bailey Park consists of 1.6 acres of publicly 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 activities.

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

### TABLE *of* CONTENTS

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<b>ADMINISTRATION</b>	<b>3</b>
<b>EQUIPMENT <i>and</i> FURNISHINGS</b>	<b>5</b>
<b>FACILITIES</b>	<b>7</b>
<b>FOOD <i>and</i> BEVERAGES</b>	<b>8</b>
<b>RULES <i>and</i> REGULATIONS</b>	<b>9</b>

#### ADDRESS

Bailey Park  
445 Patterson Avenue  
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#### BAILEY PARK HOURS

Park Hours 7 am to Dusk

Wifi IQGuest



## BAILEY PARK EVENT GUIDELINES

Events or gatherings greater than 20 people require the prior permission of Bailey Park management, Cushman & Wakefield. In addition, events or gatherings that require catered food services, alcoholic beverages, amplified sound or third-party vendors also require prior permission of Bailey Park management.

Bailey Park event requests must be requested one month in advance of event. Requests are subject to approval on a case-by-case basis. Submission does not guarantee that your event is approved. Please allow up to three business days for a response to your reservation request.

Bailey Park cannot be reserved for personal events, such as birthdays or memorials. Political and religious events and weddings are not permitted.

Questions? Please contact Cushman & Wakefield at [iqevents.nc.amer@cushwake.com](mailto:iqevents.nc.amer@cushwake.com) or +1.336.893.6570.

### ADMINISTRATION

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#### OPERATIONS *and* MANAGEMENT

Space rental for Bailey Park costs vary based on the size, duration and location of the event. Event Licensee is responsible for setup and removal of any equipment associated with the event.

All attendees are required to abide by the rules and regulations of Bailey Park. Event Licensee must denote at least one event contact person and is required to conduct a walk-through of Bailey Park with management to make sure that all equipment is compatible with on-site audio equipment.

#### INSURANCE

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

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## BAILEY PARK EVENT GUIDELINES

### ADMINISTRATION (CONTINUED)

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#### 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, the requesting Event Licensee 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 for the damage or loss of any merchandise or article brought into Bailey Park.

#### DEPOSITS *and* BILLING

Bailey Park may require a deposit in connection with an event. The deposit, if applicable, must be received by Building Management a minimum of seventy-two (72) hours prior to the event date. If the security deposit has not been received Building Management, at its sole discretion, may cancel the event. The Licensee will be given a forty-eight (48) hour notice. Final billing and refunds will be processed after the event. Checks returned for non-sufficient funds will be charged a \$100 processing fee.

#### CANCELLATIONS

Event Licensee 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 first in a series of events will be canceled with the forfeiture of any paid deposit. Bailey Park management will make exceptions for unforeseen circumstances beyond the control of the Event Licensee or Bailey Park. Bailey Park reserves the right to cancel any event.

#### WEATHER *and* HOURS

Bailey Park management reserves the right to postpone, cancel, reschedule or relocate an event at Bailey Park due to inclement weather. Bailey Park is operated daily between 7 am and dusk. Private event times are by agreement.

4

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## BAILEY PARK EVENT GUIDELINES

### EQUIPMENT *and* FURNISHINGS

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#### FURNITURE

The chairs and tables in Bailey Park are for public use and may not be removed.

#### A/V EQUIPMENT

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

#### 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.

#### TENTS

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

#### 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 10 pm unless otherwise permitted.

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

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## BAILEY PARK EVENT GUIDELINES

### EQUIPMENT *and* FURNISHINGS (CONTINUED)

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#### CLEANUP *and* BREAKDOWN

Setup must occur on the day of the event unless prior arrangements with Bailey Park management has been made. 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 you event, including (but not limited to) placing trash in receptacles, removing personal effects and equipment and decorations.

Please note that Bailey Park management will determine if janitorial services are required during and after an event. United Maintenance Corporation is currently contracted for on-site janitorial services.

The Event Licensee will be charged an additional cleaning fee should it be determined that cleaning is required.

Items left in Bailey Park will be considered abandoned property and will be disposed of accordingly.

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### FACILITIES

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#### 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.

#### GARDENS *and* 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 Event Licensee to develop a protection plan. Any damage to these areas will be billed to the Event Licensee. Staking of tents or other structures is prohibited.

#### RESTROOMS

Bailey Park is equipped with two men's and 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 Licensee 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 and Vine Street between fourth and Fifth Streets. Additional parking is limited and will be discussed as a follow-up to the reservation request. Parking may require the use of public parking decks adjacent to the Innovation Quarter.

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## BAILEY PARK EVENT GUIDELINES

### FOOD *and* BEVERAGE

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#### CATERING

The Event Licensee is responsible for making separate arrangements and payments with the caterer, and catering services are not included in the contract with Bailey Park management. Event Licensee may request a list of approved catering vendors from 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. No liquid disposal of any kind is permitted on the grass or landscaped areas within Bailey Park. Ice may be disposed of at drainage locations or on the concrete.

#### 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 Licensee to provide applicable Liquor Liability Insurance and alcohol permits to ensure compliance with city, county and federal regulations.

If an event guest arrives intoxicated, he/she 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 not be substituted for glass beverage containers.

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## BAILEY PARK RULES *and* REGULATIONS

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#### **GARDENS *and* 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 convenience.

#### **SPORTS**

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

#### **WASTE**

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

#### **PHOTOGRAPHY *and* 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 record for future promotional materials with the expressed approval of the Event Licensee.

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## BAILEY PARK RULES *and* REGULATIONS

### RULES *and* REGULATIONS (CONTINUED)

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#### 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

#### REQUIRED PERMITS

- 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
- Glass bottles
- Organized sports
- Performances

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