



Chesterfield County Parks and Recreation Picnic Shelter Reservation Form

- Reservations can be made starting the first business day of the calendar year.
- Reservations must be made at least seven days in advance. Special Events may take up to 30 days for approval.
- Picnic Shelter reservations are available from March 15th to November 15th.
- Picnic Shelters at some parks may have limited availability on Saturdays from September through November.

Customer Name Birthdate

Organization

Address

City State Zip

Residency

Phone Number Alternate Number

E-mail

Date Requested 2nd Choice

Time of Rental

Peak Rentals are rentals made for weekends or holidays April through September.
Off-Peak Rentals are made for weekday use or weekends in March, October and November.

Rental Rates

All customers that are not Chesterfield County Residents will need to add a \$10.00 non-resident fee per pavilion.

Peak Rental, Half Day - \$60.00	Peak Rental, Full Day - \$110.00
Off-Peak Rental, Half Day - \$40.00	Off-Peak Rental, Full Day - \$75.00

Rental Rates for R. Garland Dodd at Point of Rocks, Picnic Pavilion #4 only
All customers that are not Chesterfield County Residents will need to add a \$20.00 non-resident fee.

Peak Rental, Half Day - \$120.00	Peak Rental, Full Day - \$220.00
Off-Peak Rental, Half Day - \$80.00	Off-Peak Rental, Full Day - \$150.00

Shelter Requested

2nd Choice Shelter Requested

Special Events Questions

It is possible that you may require a Special Events Permit for your event, please answer the following questions. There is no additional charge for the Special Events Permit but some items may take up to 30 days to process. Failure to answer all the questions below may result in a delay of processing your rental.

Will this event have a caterer? Use of a caterer will require a certificate of insurance naming "Chesterfield County" as an additional insured.

Yes No

If this event will have a caterer, please give the name and phone number of the caterer:

Do you plan on bringing a special cooker such as a gas or propane grill? Cookers must be kept at least 8 feet from the picnic pavilion.

Yes No

If this event will have a special cooker, what type of cooker will be present?

Please check any amplified sound systems that will be at your event. Personal radios are not considered amplified sound systems. Please note, these items are not allowed at Huguenot Park.

Band DJ PA system None

Please check any amusement devices below that will be at this event. These items require a permit from the Building Inspectors' Office (804)748-1057. A Certificate of Insurance naming Chesterfield County as an additional insured from the vendor is required. *These items are not permitted at Huguenot Park or Rockwood Park.*

Rides - Mechanical Rides - Non-mechanical Inflatable
Dunking Booth None

Please check any oversized vehicles that will be at this event.

Large Trucks Buses Trailers None

Please check any of the following items that will be at this event. These items require a permit from the Building Inspector's office (804) 748-1057 and renter must speak to park manager regarding set-up and location of these items

Bleachers/Platforms Tents/Canopies Generator None

- Payment in full is due at the time of reservation.
- Grills and trash receptacles are provided at each picnic pavilion.
- Volleyball nets and horseshoe pits are included with a reservation with the exception of Daniel Park at Iron Bridge Shelter #1. -(Equipment must be provided by the renting group/individual.)
- Some picnic shelters have electrical outlets. The Parks and Recreation Department does not guarantee electricity.
- Alcoholic beverages or illegal substances shall not be brought or consumed on park properties. Any person believed to be intoxicated or under the influence of illegal substances shall be excluded from the property.
- Refunds will be granted until one (1) week before the reservation date and must be requested in writing to the Chesterfield County Parks and Recreation Department. No refunds will be granted after this time. There will be a \$25 processing fee on all refunds. Refunds will not be made in the case of inclement weather. Rain dates are available.

PAYMENT INFORMATION: Make checks payable to "Treasurer, Chesterfield County"

IF YOU MAIL YOUR RESERVATION FORM, PLEASE DO NOT INCLUDE CREDIT CARD INFORMATION. CREDIT CARD PAYMENTS ARE ONLY ACCEPTED IN PERSON OR OVER THE PHONE.

Mail to: Chesterfield County Parks and Recreation, PO Box 40, Chesterfield, VA 23832