



SHELTER RESERVATION FORM

For Office Use Only:	
staff: _____	date: _____
<input type="radio"/> cash	<input type="radio"/> check <input type="radio"/> credit

Walk In/After Hours Drop Box
 Parks & Recreation Main Office
 13017 Taylor Complex Lane
 Ashland, VA 23005
 (804) 365-4695

Pole Green Community Center
 8996 Pole Green Park Lane
 Mechanicsville, VA 23116
 (804) 365-7150

Mail To:
 Hanover Co. Parks and Recreation
 13017 Taylor Complex Lane
 Ashland, VA 23005
Fax To: (804) 365-6065

Name: _____

Organization/Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (H) _____ (W) _____ (C) _____

Email: please note that confirmation will be emailed to this account _____

Name/Type of Event: _____ Estimated # of Users: _____

Reservation Date: _____ 2nd Choice: _____ 3rd Choice: _____

Shelter Location (see below for list of shelters) 1st choice: Park _____ Shelter # _____

2nd choice: Park _____ Shelter # _____

Estimated Time of Usage: FROM: _____ am/pm TO: _____ am/pm

Shelters are available between 10am-7pm

Shelters/Fee Schedule Payment must be made at time of reservation.

Park	Shelter #	Max Capacity	Tables	Grills	Hanover Resident	Nonresident
Hanover Wayside Park	1	50	6	2	\$40	\$80
Hanover Wayside Park	2	50	6	2	\$40	\$80
Montpelier Park	1	100	12	3	\$80	\$160
Pole Green Park	1	50	6	2	\$40	\$80
Poor Farm Park	1	50	4	1	\$40	\$80
Poor Farm Park	2	100	9	3	\$80	\$160

Residency Status

Hanover Resident: Any person, organization, company, etc. that is located within Hanover County

Nonresident: Any person, organization, company, etc. that is located other than in Hanover County

ALCOHOLIC BEVERAGES ARE PROHIBITED ON COUNTY PROPERTY

Special equipment shall not be installed without written permission from the Director of Parks & Recreation.

Under no circumstances will commercial amusements be allowed (blow up slides, moon bounces, etc).

Please help keep the shelter areas and our parks clean for the next user group.

By signing below, you agree to adhere to all Parks & Recreation site rules and regulations.

Applicant Signature: _____ Date: _____

Method Of Payment

- Cash (Please bring correct change) Check (Make payable to Hanover County) Credit Card (Complete information below)

Please circle one:

Credit Card Number : Expiration Date : /

Is the cardholder name and billing address the same as above?

yes no (if no, please attach info)

Cardholder Signature _____

SHELTER RESERVATION FORM

Hanover County Parks and Recreation Park Shelter Rules and Regulations

Persons requesting the reservation of a picnic shelter in a County park must complete a shelter reservation form and make application through the Department of Parks and Recreation.

- Shelters may be reserved in advance, one year prior to date of use.
- Shelter rental usage is allowed between 10am and sunset.
- Refunds will be granted one week prior to the reservation date, after which no refunds will be allowed. Refunds will not be made due to inclement weather. All refund requests **MUST** be submitted in writing to the Parks and Recreation office.
- Shelter areas are open throughout the entire year during daylight hours only. When Hanover County Public Schools close due to inclement weather, the parks will also be closed.
- Hanover Parks and Recreation reserves the right to refuse a request to use any park shelter, and will notify applicants of such a decision in a timely manner.
- Upon receipt of full payment and a completed shelter reservation form, a reservation confirmation form will be returned to the applicant. The applicant must have this reservation confirmation form in his/her possession on the day of the reservation.
- All picnic areas other than the reserved picnic shelters shall be available to the public on a first come, first served basis at no charge.
- Shelter attendance shall not exceed maximum capacity stated on Shelter Reservation Form.
- Any cleanup or damage to the park shelter is the responsibility of the applicant. The applicant will be billed if this responsibility is not met.
- The applicant is completely responsible for damages, accidents and injuries. The applicant agrees to save Hanover County harmless from any and all accidents and injuries occurring during the use of park facilities. Hanover County will not be held responsible for any loss or theft during the use of park facilities.
- Fishing is permitted in accordance with Virginia Fishing laws in Hanover Parks-as posted.
- All fires must be in a grill; ground fires are strictly prohibited.
- Charcoal grills are provided on site, portable grills are permitted in designated grilling areas only.
- County-owned parks are supervised by Hanover Parks and Recreation and are patrolled by the Hanover County Sheriff's Department and the Virginia State Police. **Dial 911 for any emergency situations.**
- Please work together to make your park visit truly enjoyable.
- **The following are prohibited on park property:**
 - Alcoholic beverages, illegal drugs and illegal activities
 - Hunting
 - Profanity
 - Glass containers
 - Horses (except at Pole Green Park and Washington Lacy Park- in designated areas only)
 - All animals must be kept on a leash
 - Metal detecting
 - Golf
 - Collection of fees without written permission from the Parks and Recreation Director
 - Driving motorized vehicles or bicycles on turf/field areas or in other unauthorized areas
 - All tents, except **un-staked** 10'X10' canopy type
 - Blow up slides/inflatable type activities
 - Excessive amplified sound
 - Rocket launching
 - Hot Air Ballooning
 - Flying model airplanes

Parks and Recreation Park Patrol (804)301-4268

Hanover County non-emergency (804)365-6140

For general questions concerning shelter reservations please contact Parks and Recreation 804-365-4695 8:30-5:00 M-F