

Shelter Reservation Applications are accepted on a first-come, first-served basis no less than three days before and no more than one year before the requested reservation date.

**Applicants must be 20 years of age or older.**

Shelter reservation policies and procedures, including the reservation pricing structure and refund policy, can be referenced in the *Shelter Reservation Guide* and *Chapter 14* of the *Henrico County Code*.

**Event Information**

Reservation Event Date: \_\_\_\_\_

Event Time Frame: ☐ 9AM – 2PM (\$25.00) ☐ 3PM – 8PM (\$25.00) ☐ 9AM – 8PM (\$50.00)

Nature of Event: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_ (Maximum Capacity: 50 people per shelter)

Please select the shelter(s) requested for reservation:

Armour House & Gardens at Meadowview Park	<input type="checkbox"/> 1					
Cheswick Park	<input type="checkbox"/> 1					
Crump Park/Meadow Farm	<input type="checkbox"/> 1	<input type="checkbox"/> 2				
Deep Run Park	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	
Dorey Park	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6 <input type="checkbox"/> 7
Dunncroft/Castlepoint Park	<input type="checkbox"/> 1					
Echo Lake Park	<input type="checkbox"/> 1					
Hidden Creek Park	<input type="checkbox"/> 1					
Osborne Park	<input type="checkbox"/> 1	<input type="checkbox"/> 2				
Robinson Park	<input type="checkbox"/> 1					
Springfield Park	<input type="checkbox"/> 1					
Three Lakes Park	<input type="checkbox"/> 1	<input type="checkbox"/> 2				
Laurel Recreation Area	<input type="checkbox"/> 1	(Only Available Jan – July)				
Short Pump Park	<input type="checkbox"/> 1	(Only Available Jan – July)				
Vawter Street Park	<input type="checkbox"/> 1	(Only Available Jan – July)				
Virginia Randolph Recreation Area	<input type="checkbox"/> 1	(Only Available Jan – July)				

**Reservation Type:** ☐ Individual ☐ Organization *(Please select only one option.)*

**Individual Information**

Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_ DOB: \_\_\_\_\_

**Organization Information**

Agent Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Agent's Organization Email Address: \_\_\_\_\_ DOB: \_\_\_\_\_

**Emergency Contact Information**

Please list someone we may contact in the event of an emergency during the event.

**911 or 'Self' are prohibited contacts.**

Emergency Contact Name (First & Last): \_\_\_\_\_

Relationship to Applicant/Agent: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

**Shelter Usage Rules**

1. Alcoholic beverages are prohibited on Henrico County property, except as approved in a valid Special Event Agreement with the Henrico County's Division of Recreation and Parks.
2. Shelter rentals only include the use of the shelter and their adjacent charcoal grill. Shelter rentals do not include the surrounding areas, playgrounds, or spray parks. Our parks are open to the public during the hours of sunrise to dusk.
3. Please contact our Sports section at 804-501-1405 or email [sports@henrico.gov](mailto:sports@henrico.gov) for inquiries regarding sports field reservations, availabilities, reservation procedures, and fees.

4. No funds can be collected within parks without prior written permission from Henrico County Recreation and Parks.
5. There is no vehicular access to the shelters for loading and unloading items. Vehicles are to remain in the parking lot.
6. Fish fry/outdoor cooking (if approved) must be located on a hard surface and away from flammable materials. There are no grease disposal facilities in any Henrico County parks. Cooking oil/grease must be removed from the premises and disposed of properly. Henrico Solid Waste Division has disposal facilities in their two public use areas. For more information, visit [henrico.gov/utility/solid-waste](http://henrico.gov/utility/solid-waste).
7. All Henrico County parks close at DUSK and may affect the ending time of a reservation.
8. Signage and decorations must be tied or taped to shelters and completely removed at the end of your reservation time. Nails, staples, chalk, spray paint, and water balloons are not permitted. See County Ordinance 14.36.
9. All signage posted in the park is subject to division approval.
10. The following may be brought to the shelter for use: a maximum of two charcoal cooking grills, a catering service, and a small music device that does not require amplification. Permission must be requested (either online or on the reservation form) for any additional items not mentioned above that you would like to bring or set up. These items are subject to division approval and may require a certificate of insurance. For more information, please call 804-501-5127 or email [mur12@henrico.gov](mailto:mur12@henrico.gov).

### **Special Request Information**

Please list any requests to bring or set up items not listed above, including food trucks, game trucks, bounce houses, or petting zoos if applicable. *(Indicate "N/A" if not applicable)*

Please provide a brief description of the text and/or imagery any signage requests would feature if applicable: *(Indicate "N/A" if not applicable)*

**By signing below, the applicant acknowledges that they have read and understand the policies and fees established by Henrico County and set for in the *Henrico County Ordinance, Chapter 14, Section 14-31 to 14-52, and the Shelter Reservation Guide.***

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_