

# PARK USE APPLICATION FOR SHELTERS & SECTION RENTALS

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Person must be on-site day of rental)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Event Description and Planned Activities: \_\_\_\_\_

Payor Name and Phone (if different from Applicant): \_\_\_\_\_

**Note:** If the named applicant is different from the person who remits payment for the rental fee and/or any required security deposit ("the Payer"), the Payer agrees that any refund(s) will be contingent upon the applicant's compliance with all terms of this agreement. The Payer must initial and sign the application to acknowledge his or her understanding of all terms and conditions. An applicant completing the application on behalf of an organization hereby certifies that he or she is duly authorized to execute this application on behalf of the organization and bind the organization to the terms and conditions of this application.

**Payer Initials:** \_\_\_\_\_

**If applicable, please complete additional applications if:**

**Outdoor Special Event Permit Application:**

- 500 or more people are anticipated to attend, or
- Event is open to the general public, or
- Alcohol is being requested for event (only permitted in certain parks)

OR

**Small Event Permit Application**

- if the Outdoor Special Event Permit does not apply, and you are planning on having/using:
- Animals or other Amusements (See pg. 4, paragraph 4)
  - Amplified sound
  - Tents greater than 10' x 15'

## SHELTER RENTALS

	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
<b>Large Shelters</b> (capacity 40-80 people)	\$ 110	\$ 130
<b>Small Shelters</b> (capacity 35-50 people)	\$ 60	\$ 80

See listing of parks and shelters on page 3 and check box next to shelter/section requested.

**NOTE: Number of tables and grills at each shelter cannot be guaranteed. Gated parks will remain locked and are for pedestrian access only. Vehicles permitted on designated roadways and parking areas only. Restroom facilities may be limited and cannot be guaranteed. Grass mowing in parks is completed on a 10-14 day rotational cycle and cannot be guaranteed prior to rentals.**

Initials: \_\_\_\_\_

## PARK SECTION RENTALS

	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
<b>Park Sections</b>	\$ 225	\$ 300
<b>City Park Bagley Stage and Section</b>	\$ 600	\$ 1,200
<b>City Park Lumina Needle</b>	\$ 100	\$ 100
<b>Security Deposit</b>	\$ 150	\$ 150

**Amenities Included**

<u>Check the Section Requested:</u>	Water	Electricity
<input type="checkbox"/> City Park - Bagley Stage and Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> City Park - Section A with shelter 14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> City Park - Section B	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/> City Park - Section C with shelter 11	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/> City Park - Section D	N/A	N/A
<input type="checkbox"/> NWRP - Meadow Gazebo Section	N/A	<input checked="" type="checkbox"/>
<input type="checkbox"/> All Other Park Sections	N/A	N/A

**Applications and payments must be submitted in person at:**

Parks, Recreation and Tourism Department  
 1224 Progressive Drive, Chesapeake, VA 23320  
 Email: ContactPRT@cityofchesapeake.net  
 (757) 382-6411 | Hours: M-F 8am-5pm  
 Call for further information.

**Contact for Assistance During Period of Use:**

**If you encounter any potential issues with the shelter on your reservation date, please call:**

**Mon.-Fri., 8am-5pm:      Sat./Sun./Holidays, 9am-6pm:**

**Visitor Center                      Park Ranger Dispatch**  
**(757) 382-6411                      (757) 421-7151**

Call 911 in an emergency.

**For Office Use Only**

Shelter Fee: \_\_\_\_\_

Section Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

## SHELTER/SECTION CANCELATIONS, REFUNDS AND RESCHEDULING

- **Fifteen (15) day's notice is required for any cancellation or rescheduling of shelter and section rentals.** Cancellation or rescheduling must be requested at least 15 days prior to the scheduled date of the event and will be subject to fees listed below. Rescheduled events are subject to park shelter and section availability.
  - ◇ **Shelters:** \$15 of each shelter fee is non-refundable in the event of a cancellation, regardless of the reason. If rescheduling, an additional \$15 fee will be charged and will be payable at the time of rescheduling.
  - ◇ **Sections:** 15% of each section fee is non-refundable in the event of a cancellation, regardless of the reason. If rescheduling, an additional 15% fee will be charged and will be payable at the time of rescheduling.
- **Shelters are outdoors and are rented rain or shine. Full refunds will be given only if the City of Chesapeake closes operations citywide on the day of the rental. No refunds will be given for rentals that are canceled by the applicant less than twenty one (21) days prior to the rental date for any reason including, but not limited to, weather forecasts prior to the rental date or actual weather conditions on the day of rental of rainy, windy, snowy, icy, cool weather, etc. No refunds for activities that are canceled by the applicant to include weather conditions.**

**I hereby acknowledge that I have read, understand and agree to the above terms of the Shelter/Section Refund and Rescheduling Procedure.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payor Signature (if applicable)

\_\_\_\_\_  
Date

### **General Refund Policy:**

**Initials: \_\_\_\_\_/\_\_\_\_\_**

1. All refunds will be processed in accordance with City and department policy and are subject to Director approval.
2. Refunds will automatically be processed back in the form of the original payment—credit/debit card or check. If the original payment was in cash, the refund will be processed as a check.
3. **Refund to Credit/Debit Card:** I understand that a **processing fee may apply** and will be deducted from the refund. **The refund will be credited to the card used for the original purchase.** Allow two (2) weeks for processing. If for any reason Parks, Recreation and Tourism cannot refund back to the original card, a refund check will be issued to the person listed as the payor on the original receipt.
4. **Refund Check:** I understand that a **processing fee may apply** and will be deducted from the refund. The check will be issued to the person listed as the payor on the original receipt. Allow four (4) to six (6) weeks for processing. The check will be mailed to the address listed for the payor on the original receipt unless Parks, Recreation and Tourism has been notified of an address change prior to the completion of the rental or at the time of a cancellation.

### **Deposits, Fees, and Payments:**


**Initials: \_\_\_\_\_/\_\_\_\_\_**

1. Full Rental Fee and Security Deposit, if applicable, must be submitted with this Rental Application. City-sponsored rentals or activities may not be subject to certain fees.
2. **Rentals are on a first-come, first-served basis and are reserved only upon completion of the application and payment of the full Rental Fee and any Security Deposit.** No “holds” of dates will be permitted without submission of application and payment in full. Rental applications may be submitted up to one (1) day before the desired date. If a Special or Small Event Permit is required, the Rental Application must be submitted at least twenty-one (21) days prior to the desired date to allow for approval of requested items. Rental Applications can be submitted and reserved beginning December 1 of the previous year for Chesapeake Residents and January 1 for Non-Residents.
3. All payments must be made in person at the Parks, Recreation and Tourism Administrative Office, 1224 Progressive Drive Chesapeake, VA 23320. If paying by check, please make check payable to “City of Chesapeake, Treasurer”.
4. The Security Deposit Refund will be automatically processed after the date of the rental if the Applicant:
  - a. has complied with all of the requirements set forth in these policies, including all applicable laws; and
  - b. has complied with the requirements for equipment storage and clean up; and
  - c. has vacated the premises by the end of the rental time period; and
  - d. is out of the facility/property by agreed upon time, and no damage occurs.
  - e. In the event that the Applicant damages any City property and the security deposit is not enough to cover damages, Applicant shall be solely liable to the City for all additional costs, fees, expenses, including attorney’s fees, associated with such damages.
5. Security Deposit Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund Policy.


**Check the shelter requested:**


 **Atlantic Avenue Park (AAP)\*\***  
412 Atlantic Avenue  
[ ] Small Shelter #1


 **Battlefield Park South (BPS)**  
120 Reservation Road  
[ ] Park Section


 **Battlefield Waterways Park (BWP)**  
1775 Historic Way  
[ ] Park Section


 **Bells Mill Park (BMP)**  
424 Albemarle Drive  
[ ] Park Section

 **Bryant Farms Park (BFP)\*\***  
215 Terwillinger Road  
[ ] Small Shelter #1


 **Camelot Park (CAM)\*\***  
961 King Arthur Drive  
[ ] Large Shelter #1  
[ ] Small Shelter #2


 **Campostella Square Park (CSP)**  
2019 Windy Road  
[ ] Small Shelter #1  
[ ] Small Shelter #2


 **Cedar Crossing Park (CDR)\*\***  
412 Cedar Commons  
[ ] Small Shelter #1


 **Chesapeake City Park (CCP)**  
900 City Park Drive  
[ ] Large Shelter #1  
[ ] Small Shelter #3  
[ ] Small Shelter #4  
[ ] Small Shelter #5  
[ ] Small Shelter #6  
[ ] Small Shelter #7  
[ ] Large Shelter #13  
[ ] Small Shelter #18  
[ ] Large Marketplace Shelter  
**Note:** See page 1 for sections.


 **Cheshire Forest Park (CFP)\*\***  
612 Edgewood Arch  
[ ] Small Shelter #1


 **Cornland Park (CORN)**  
2908 Benefit Road  
[ ] Small Shelter #1


 **Courtyard Square Park (CSP)**  
Chesapeake Municipal Center  
306 Cedar Road  
[ ] Park Section


 **Crestwood Park (CWP)\*\***  
300 Grant Street  
[ ] Small Shelter #1  
[ ] Small Shelter #2


 **Crossings at Western Branch (CWB)\*\***  
4328 Munford Lane  
[ ] Small Shelter #1

 **Deep Creek Lock Park (DCLP)**  
300 Luray Street  
[ ] Large Shelter #1  
[ ] Small Shelter #2  
[ ] Small Shelter #3


 **Deep Creek Park (DCP)**  
437 George Washington Highway S.  
[ ] Small Shelter #1  
[ ] Small Shelter #2  
[ ] Small Shelter #3

 **Dismal Swamp Canal Trail (DSCT)**  
Route 17 South  
[ ] Park Section


 **Elizabeth River Park (ERP)\***  
1400 Elizabeth River Way  
[ ] Large Egret Shelter  
[ ] Large Osprey Shelter  
[ ] Small Gazebo Shelter #2 (Limited Space)  
[ ] Gazebo Stage (Park Section)  
[ ] Bald Eagle Pavilion (Park Section)

 **Emerald Lakes Park (EML)\*\***  
650 Etheridge Manor Boulevard  
[ ] Small Shelter #1


 **Etheridge Lakes Park (ETHR)\*\***  
1000 Fentress Loop  
[ ] Large Shelter #1


 **Greenbrier Sports Park (GSP)**  
1009 Greenbrier Parkway  
[ ] Large Shelter #1


 **Great Bridge Lock Park (GBLP)**  
100 Locks Road  
[ ] Large Shelter #1  
[ ] Small Shelter #2  
[ ] Small Shelter #3  
[ ] Small Shelter #4

 **Hunters Cove Park (HCVP)\*\***  
2913 Gum Road  
[ ] Small Shelter #1


 **Indian River Park North (IRPN)**  
1709 Rokeby Avenue  
[ ] Small Shelter #1  
[ ] Small Shelter #2


 **Indian River Park South (IRPS)**  
2003 Rokeby Avenue  
[ ] Park Section

 **Johnson Park (JOHNP)**  
1006 Grady Street  
[ ] Small Shelter #1


 **Lakeside Park (LSP)**  
1441 Bainbridge Boulevard  
[ ] Large Shelter #1  
[ ] Small Shelter #2  
[ ] Park Section (includes both shelters)


 **Long Ridge Park (LGRP)\*\***  
2227 Long Ridge Road  
[ ] Small Shelter #1

 **M. Anne Tregembo/Dunedin (DUNP)\*\***  
3360 Dunedin Drive  
[ ] Small Shelter #1  
[ ] Small Shelter #2


 **Miar's Plantation Park (MIARP)\*\***  
4539 Miarfield Arc  
[ ] Small Shelter #1

 **Northwest River Park (NWRP)**  
1733 Indian Creek Road  
[ ] Small Shelter #1 [ ] Small Shelter #4  
[ ] Small Shelter #2 [ ] Small Shelter #5  
[ ] Small Shelter #3 [ ] Small Shelter #6  
[ ] Large Group Shelter  
[ ] Large Equestrian Shelter  
[ ] Large Lake Shelter  
[ ] Large Campground Shelter #1  
[ ] Small Campground Shelter #2  
[ ] Meadow Gazebo (Park Section)  
[ ] Molly Mitchell Field (Park Section)

 **Oak Brooke Park (OBP)\*\***  
520 Hidden Falls Lane  
[ ] Small Shelter #1

 **Oak Grove Lake Park (OGLP)**  
409 Byron Street  
[ ] Small Shelter #1  
[ ] Park Section (includes Shelter #1)


 **Olde Mill Run Park (OMRP)\*\***  
3336 Eight Star Way  
[ ] Small Shelter #1

 **Parkview Play Area (PPA)\*\***  
1913 Beechwood Road  
[ ] Small Shelter #1


 **Rivers Edge Park (REP)\*\***  
1411 Rivers Edge Trace  
[ ] Small Shelter #1

 **Sawyers Mill Park (SMP)\*\***  
2810 Sawyer Arch  
[ ] Small Shelter #1




 **South Hill Play Area (SHPA)\*\***  
820 Bannister Street  
[ ] Small Shelter #1

 **Southwestern Park (SWP)\*\***  
4016 Airline Boulevard  
[ ] Large Shelter #1  
[ ] Large Shelter #2

 **Stonegate Park (SGP) \*\***  
1076 Fairhaven Road  
[ ] Small Shelter #1

 **Western Branch (WBP)**  
4437 Portsmouth Boulevard  
[ ] Small Shelter #1  
[ ] Small Shelter #2  
[ ] Small Shelter #3  
[ ] Park Section

**\*\*Limited on-site or street parking only.**

<b>LEGEND</b>		Permanent restroom building(s) or near a community center/city building
		Porta-John(s) - not guaranteed
		No restroom facilities

**By initialing each item below, applicant agrees to abide by the following regulations:**

1. — **Application must be completed by an adult eighteen (18) years of age or older.** A valid driver’s license or picture ID must be provided. No rental permits shall be issued to minors. Residents must show proof of residency. Any misrepresentation on this Application may result in immediate cancellation. The information requested on this Rental Application will be used to determine your eligibility for the rental. **Upon initial conversation with staff or staff review of the completed application, it may be determined that completion of a Small Event Permit Application may also be required depending on the type of event and special use items.**
2. — **Rental fee and deposit are to be paid at time of application in person** at the Visitor Center at 1224 Progressive Drive. Applications must be submitted no later than 21 days prior to the desired date of use if additional documents (Special or Small Event Permit) are needed. Rental date must be within the scheduled calendar year or no earlier than December 1<sup>st</sup> (Chesapeake Residents.) Please make checks payable to Chesapeake City Treasurer. Fifteen (15) day notice is required for any cancellation or rescheduling (subject to additional fees). No refunds for inclement weather to include rain, wind and cold.
3. — **Park Sections/Bagley Stage: Security deposits are due when a park section or the stage is reserved** and will not be refunded if there is damage, excessive cleanup, or violation of rules, including being in the park after posted hours.
4. — **Activities such as concerts, consumption of alcohol, disc jockeys, loud music, use of generators, moonwalks/bounce houses, water slides, water balloons, pools or water hoses, carnival attractions, tents greater than 10’ x 15’, sales of any kind of merchandise by event organizers, vendors, etc., petting zoos, animal rides, animal shows or demonstrations, fireworks, admission charge, or other more elaborate events are not allowed without pre-approved written special permit.** If special permit is approved, additional fees, documents and insurance may be required. **Release of balloons or use of items that explode or release confetti, smoke, powder, or other types of debris are prohibited.**
5. — **Parking:** Vehicles are to be driven on designated roadways and parked in designated parking areas only. **Gated areas/parks will remain locked and will be pedestrian access only. Driving on park property, including dropping passengers and/or items off at shelters, is prohibited.**
6. — **Event Description and all planned activities** have been listed on the first page of this Park Use Application.
7. — **Alcoholic beverages.** Alcohol is not permitted at any City of Chesapeake park or recreational facility other than those listed in City of Chesapeake Code 50-20. Alcohol consumption at portions of **Chesapeake City Park, Battlefield Park, Elizabeth River Park, Dismal Swamp Canal Trail, Chesapeake Arboretum, Courtyard Square Park and The Portlock at South Norfolk** may be approved for some festivals, large special events, and large corporate events and must have the following:
  - 1) written permission from Director of Parks, Recreation, and Tourism
  - 2) an approved Outdoor Special Event Permit
  - 3) a \$200 Alcohol Deposit. Alcohol deposits will not be refunded if any alcohol-related incidents occur.

**(Contact the City of Chesapeake Special Events Coordinator at (757) 382-6411 for all requirements and more information.)**
8. — **Renter must have the approved application and any special permits on site at all times during use period** to verify reservation and use.
9. — **No trespassing in the park after posted hours.** Renters must take into account the necessary time for cleanup in order to vacate park by sunset.
10. — **Grills:** If bringing a grill, a fire extinguisher must be on site. Personal grills only, no commercial grills allowed. No fryers allowed per Chesapeake Fire Department.
11. — **Damages:** Renter accepts responsibility for any damages which might occur during the period of use. It is the responsibility of a user to inspect, and to report, any damaged property or facilities **before the rental period begins** in order to avoid possible liability for correction of damages discovered by the City at the conclusion of the rental period. (See #12 below). See the Contact for Assistance information at the bottom of Page 1 to report any damaged property or facilities prior to rental use.
12. — **Check shelter: User should check shelter at least one hour before rental use.**
13. — **Acceptance:** By acceptance of this agreement, the group and its participants agree that all necessary safety precautions will be followed and will indemnify the City of Chesapeake, its employees and agents, and save them harmless from and against any and all claims, damages, liability and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence from the exercise of the privileges granted in this agreement.
14. — **This agreement may be terminated** by the City of Chesapeake Parks, Recreation and Tourism at any time upon finding false statements; violation of any federal, state, and/or City laws, rules, and regulations; or upon good cause shown, and may result in forfeiture of any fees due to applicant.
15. — **It is the responsibility of the applicant to review park shelters, sections and/or spaces in person prior to submission of the rental application to confirm that the selected rental space meets the needs of the applicant’s planned activities.**

Applicant and Payor Signature(s)	Date
Rental Date	Shelter/Section
Staff Signature	Park
	Date