

GUIDELINES AND POLICIES FOR PICNIC SHELTER RESERVATIONS

The reservation office is located in City Hall – 101 Maple Drive North, Hendersonville, TN - 822-3898.

Reservation hours are from 8:00 a.m. to 5:00 p.m. Monday – Friday.

Reservations do not have to be made to use a shelter, but to guarantee your party a shelter once you arrive at the park you must make a reservation. You will be given a copy of your permit to take with you to the park. No reservations are made over the phone but you may call ahead to see if the shelter and date that you would like are available. We can hold your spot that day only – you must come in and fill out reservation form and pay (cash or check only) by 5:00 or you lose your spot. Call or come in as soon as you know the date you are planning your event – shelters are sometimes booked several months in advance. **Reservations may only be made within the current calendar year.**

If you arrive at your reserved shelter and someone is there you have the right to ask them to leave providing you have your permit. The police are given a copy of each permit obtained- if problems call them at 822-1111.

We have 3 parks that can be reserved with a total of 11 shelters.

Memorial Park – (1) shelter (where tennis courts/wooden playground are located). Shelter is located up on the hill behind Kids Kingdom. We do not reserve the one attached to the tennis courts office because this is mainly used by those there for tennis lessons or tournaments.

Drakes Creek Park – (2) 1 shelter (where volleyball courts are located). When you reserve this shelter, you can reserve up to 1 volleyball court at no extra charge. 1 shelter at Ship Playground area.

Sanders Ferry Park – (8) shelters (shelters 1 – 7 hold approximately 32+. Shelter #8 is a large group shelter that holds 200+, it is also the only shelter that has lights and electricity).

*******For Rockland Park you will need to contact the National Recreation Reservations Service at www.recreation.gov or 1-877-444-6777*******

Fees: For Memorial Park, Drakes Creek Park, & Sanders Ferry Park (If you are paying for a 4 hour block – you may pick the 4 hours you would like) Payment is made by cash or check only, sorry, no credit/debit cards accepted. Checks made payable to City of Hendersonville.

<u>Large Group Shelter #8</u> @ Sanders Ferry Park	<u>Resident</u>	\$ 75.00 up to 4 hours	\$150.00 All Day
	<u>Non Resident</u>	\$100.00 up to 4 hours	\$200.00 All Day
<u>All Other Shelters</u>	<u>Resident</u>	\$25.00 up to 4 hours	\$ 40.00 All Day
	<u>Non Resident</u>	\$35.00 up to 4 hours	\$ 55.00 All Day

Resident – lives in the Hendersonville City limits (pays City taxes / has City pick up trash).

Company sponsored picnics & Church sponsored picnics, etc where Company/Church is not in the Hendersonville City limits must pay non resident fee even if person filling out form lives in Hendersonville City limits.

Changes may be requested before your reserved date. You must return original permit(s) and a new one will be issued to you if changes are approved. There will be an administration fee of \$5 (\$10 administration fee for Shelter #8)

(over)

Rain outs – we will be glad to reschedule. **You must call the next working day** and let us know that you were rained out and would like to reschedule. If you do not know the date you would like to reschedule for, we will make a note that you will be calling back to reschedule. No refunds due to inclement weather.

Cancellations –There will be a \$5 administrative fee deducted on all small shelters and a \$10 administrative fee deducted on the large group shelter if you would like a refund. We must have at least a week's notice for a refund. Instead of a refund you may reschedule for later at no additional charge. If less than a week's notice, you can not receive a refund but may reschedule. We must be notified before date of event for a reschedule.

Lights and Electricity are available at Shelter #8 only. Lights will come on automatically at dark. Shelters #1 & #2 also have electricity. You may bring gas powered generators for all other shelters.

Grills – Each small shelter has a small grill. Shelter #8 has 2 large grills. You may bring your own personal grill. Please dispose of coals properly – **do not** dump on ground around shelter. Please make sure that coals are cooled down if you dump into trash receptacle.

Sound Systems – If a sound system (requiring amps) is going to be used, you will need to acquire a sound permit. There is no charge for this, but you must have an approved events application. Sound permits are acquired in the Executive Department in City Hall.

Inflatable play equipment (i.e. moon bounce, etc.), **Party Train or Party Bus**– These items are allowed, but the person making the reservation **must provide a copy of certificate of liability insurance** naming City of Hendersonville as additional insured (insurance can usually be obtained through the company from which the equipment is rented.) We require this at least a week before the event. You will need to bring a gas powered generator to use inflatable play equipment.

Sports equipment is not provided by the Parks Department.

Prohibited: There is **NO ALCOHOL** allowed in the Parks

Tables: A standard number of tables should be under each small shelter (usually 4). Although we cannot guarantee that number if someone should move the tables.

Maps / Directions are available upon request, but it is the responsibility of the person making reservations or requesting maps / directions to provide extra copies.

Shelters being used other than for routine picnics may need to fill out a special events form and it may have to be approved by the Parks Board.

Please clean up after yourself and dispose of all decorations, trash, and food properly as someone may have the shelter booked immediately after you.

Thank you for using our fine parks and we look forward to having you come back again.