



<b>BRANDON ROGERS</b> PARKS DIRECTOR	<b>KEITH BRUCE</b> ASSISTANT PARKS DIRECTOR	<b>STEVEN RUSSELL</b> MAINTENANCE SUPERVISOR
<b>DALLAS LONG</b> PARKS MANAGER	<b>CHRISTI ANGLEA</b> SPECIAL EVENTS COORDINATOR	
<b>JENNY SPANNUTH</b> ADMINISTRATIVE ASSISTANT	<b>KRISTEN EMERSON</b> ADMINISTRATIVE SECRETARY	<b>CINDY HAMBLÉN</b> RECREATION COORDINATOR

**SHELTER RESERVATION**

Type of activity \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Shelter Requested:**

\*Memorial Park  VB Courts Shelter #1 (+ 1 VB court)  VB Shelter #2   
 Sanders Ferry Park: Shelter \*#1   \*#2   #3  #4  #5  #6  #7  \*#8

\*These 4 shelters meet ADA standards.  Indicates shelters that have electric outlets.

Shelter Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_ Estimated number of people involved \_\_\_\_\_

Will there be music requiring an "amplified" sound system used at this activity? Yes  No

**If yes, it is necessary to obtain a sound permit.**

Will you be using any inflatable items (moon bounce, etc), party train or party bus? Yes  No

**If yes, you will need to supply us with a certificate of insurance at least 1 week before the activity naming the City of Hendersonville as the additional insured OR certificate holder.**

All persons attending the activity are responsible to adhere to all rules and regulations of the Hendersonville Parks and Recreation Department as set forth in Ordinance 1978-38.

There is **NO ALCOHOL** allowed in the Parks. **We ask that you clean the area after use.** Tables **MUST** be placed back to their original position. **NO** nails, staples, tacks etc are to be used when decorating. Please carry this permit with you to the activity in case of a scheduling problem.

*\*Note: It is impossible to keep outdoor shelters completely free of wildlife droppings and windblown debris at all times.*

**RAINOUTS:** No refunds given for rainouts; however, another date may be reserved for no extra fee. **You must contact the Parks office the next business day in order to reschedule.**

**REFUND POLICY:** In order to issue a refund, the Parks Department must be notified of cancellation at least one week prior to event. We will retain a \$5 administration fee for cancellations (\$10 administration fee for shelter #8 at Sanders Ferry Park).

**RESERVATION CHANGE:** In the event that you should change your reservation date, time or Shelter #, there will be \$5 administration fee (\$10 administration fee for Shelter #8). Original permit must be returned and a new one will be issued if changes are approved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>FEES: <u>Large Group Shelter</u></b>	Resident <input type="checkbox"/> \$75.00 up to 4 hours	<input type="checkbox"/> \$150.00 All Day
	Non-Resident <input type="checkbox"/> \$100.00 up to 4 hours	<input type="checkbox"/> \$200.00 All Day
<b><u>All Other Shelters</u></b>	Resident <input type="checkbox"/> \$25.00 up to 4 hours	<input type="checkbox"/> \$40.00 All Day
	Non-Resident <input type="checkbox"/> \$35.00 up to 4 hours	<input type="checkbox"/> \$55.00 All Day

Fee Paid \_\_\_\_\_  Cash  Check # \_\_\_\_\_ Approved By \_\_\_\_\_

Special Comments \_\_\_\_\_