



SHELTER & COMMUNITY EVENT RENTAL APPLICATION

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) 365-7150

Pole Green Community Center
8996 Pole Green Park Lane
Mechanicsville, VA 23116

Mail To
Hanover Co. Parks and Recreation
13017 Taylor Complex Lane
Ashland, VA 23005
Fax To (804) 365-4696

Required Applicant Information (please print clearly)	
Name _____	Organization/Company Name _____
Address _____	City _____ State _____ Zip _____
Phone (H) _____ (W) _____ (C) _____	Email _____
please note that confirmation will be emailed to this account	

Shelter Rentals						
Type of Event _____	Estimated Attendance _____	Rental Date _____	2nd Choice Date _____			
Park _____ <small>(see below for list of shelters)</small>	Shelter # _____	2nd Choice Park _____	Shelter # _____			
Estimated Time of Usage FROM _____ TO _____ <small>Shelters are available between 10am-7pm</small>						
Shelters/Fees Payment must be made at time of reservation.						
County Park	Shelter #	Max Capacity	Tables	Grills	Resident/Non-Resident	Hanover Resident Any person, organization, company, etc. that is located within Hanover County Non Resident Any person, organization, company, etc. that is located other than in Hanover County Shelter rental applications can be submitted up to one year in advance of desired rental date.
Courthouse Park	1	50	6	1	\$40/\$80	
Hanover Wayside Park	1 & 2	50	6	2	\$40 / \$80	
Montpelier Park	1	100	12	3	\$60 / \$120	
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	\$60 / \$120	
Poor Farm Park	3	40	4	1	\$40 / \$80	

Community Event Rentals				
Type of Event _____	Estimated Attendance _____	Rental Date _____	2nd Choice Date _____	
Park _____	Estimated Time of Usage FROM _____ TO _____			
Event Areas/Fees Payment must be made at time of reservation.				
County Park	Areas Included	Approx. Parking	Resident/Non-Resident	Hanover Resident Any person, organization, company, etc. that is located within Hanover County Non Resident Any person, organization, company, etc. that is located other than in Hanover County Community Event Rental applications for the upcoming calendar year will begin to be accepted in December and are due by January 1st. After January 1st, applications should be submitted at least 30 days prior to event date.
Courthouse Park	1/2 Mile Walking Track	250	\$50 / \$75	
Montpelier Park	Shelter 1 & Soccer 2	80	\$100 / \$150	
Pole Green Park	Shelter 1, 5k Course, Open Field behind Softball Complex	Softball Lot 200 Shelter Lot 75	\$200 / \$300	
Poor Farm Park	Shelter 1 & Multipurpose 5	180	\$150 / \$225	
Poor Farm Park	Amphitheater & Shelter 1	180	\$120 / \$240	

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		
<input type="checkbox"/> Cash (Please bring correct change)	<input type="checkbox"/> Check (Make payable to Hanover County)	<input type="checkbox"/> Credit Card (Complete information below)
Please circle one		Credit Card Number
Expiration Date ____/____	Is the cardholder name and billing address the same as above?	CV2(on back of card) _____
Cardholder Signature _____	<input type="checkbox"/> yes <input type="checkbox"/> no (if no, please attach info)	

Shelter Rentals

Shelters, Rules and Regulations

Rules and Regulations

Persons requesting the reservation of a picnic shelter in a County park must complete a *Shelter & Community Event Rental 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 7pm daily.
- 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.
- All fires must be in a grill; ground fires are strictly prohibited.
- Special equipment shall not be installed without written permission from the Director of Parks and Recreation. **Under no circumstances will commercial amusements be allowed (blow up slides, etc).**
- County-owned parks are supervised by Hanover Parks and Recreation and are patrolled by the Hanover County Sheriff's Office 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 - Golf -
- Horses -
- (except at Pole Green Park and Washington Lacy Park- in designated areas only)
- All animals must be kept on a leash - Metal detecting -
- 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' canopies -
- Blow up slides/inflatable type activities -
- Excessive amplified sound - Rocket launching -
- Hot Air Ballooning - Flying model airplanes -

Courthouse Park

7232 Courtland Farm Road
Hanover, VA 23069

Shelter 1



Max Capacity: 50 Tables: 6
Grills: 1 Cost: (R) \$40 (NR) \$80

Hanover Wayside Park

8225 Hanover Wayside Road
Mechanicsville, VA 23116

Shelter 1



Max Capacity: 50 Tables: 6
Grills: 2 Cost: (R) \$40 (NR) \$80

Shelter 2



Max Capacity: 50 Tables: 6
Grills: 2 Cost: (R) \$40 (NR) \$80

Montpelier Park

17203 Sycamore Tavern Lane
Montpelier, VA 23192

Shelter 1



Max Capacity: 100 Tables: 12
Grills: 3 Cost: (R) \$60 (NR) \$120

Pole Green Park

8996 Pole Green Park Lane
Mechanicsville, VA 23116

Shelter 1



Max Capacity: 50 Tables: 6
Grills: 2 Cost: (R) \$40 (NR) \$80

Poor Farm Park

13400 Liberty School Lane
Ashland, VA 23005

Shelter 1



Max Capacity: 50 Tables: 4
Grills: 1 Cost: (R) \$40 (NR) \$80

Shelter 2



Max Capacity: 100 Tables: 9
Grills: 23 Cost: (R) \$60 (NR) \$120

Shelter 3



Max Capacity: 40 Tables: 4
Grills: 1 Cost: (R) \$40 (NR) \$80

Check Shelter Availability Online!

<https://online.activenetwork.com/hanoverparksrec>

*Parks and Recreation Park Patrol (804) 301-4268
Hanover County non-emergency (804) 365-6140*



Community Event Rentals Event Areas, Rules and Regulations

Persons requesting a Community Event Rental in a County park must complete a *Shelter & Community Event Rental Application* through the Department of Parks and Recreation.

•Community Event Rentals may be submitted beginning in December for the upcoming calendar year. Approval Status will be sent by February 1st. After January 1st, applications should be submitted for approval at least 30 days prior to event date.

•Hanover Parks and Recreation reserves the right to refuse a request to use any event areas, and will notify applicants of such a decision in a timely manner.

•Upon receipt of full payment and a completed *Shelter & Community Event Rental Application*, 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(s) of the reservation.

•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.

•Event 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.

•Any cleanup or damage to the event area and/or 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.

•All fires must be in a grill; ground fires are strictly prohibited.

•Charcoal grills are provided on site (Pole Green, Poor Farm, & Montpelier Parks), 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.

*Parks and Recreation Park Patrol (804) 301-4268
Hanover County non-emergency (804) 365-6140*

Vendors: A maximum of 10 vendors will be allowed in designated areas. All vendors must be approved by Parks and Recreation Department.

Insurance: Proof of insurance must be submitted at least 2 weeks prior to event. Policy coverage must be at least \$1 Million General Liability.

Porta-Johns: One PJ is required for every 100 attendees. Most locations have PJ's on site however, additional PJ's may be rented at the rate of \$50 per unit. Arrangements must be made through Parks and Recreation at least 2 weeks prior to event.

Food Sales /Concessions: Each park has a contracted County Concessionaire who has the first right of refusal of all events. If Concessionaire declines, outside food vendors may be hired at the expense of renter. Proper Health Department certificates must be submitted to Parks and Recreation at least 2 weeks prior to event.

Fire/EMS/Sheriffs Deputies: Events with expected attendance of 500 or more people will be required to contact both Hanover County Fire/EMS and Sheriff's Department to secure services. All service fees are the responsibility of renter.

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' canopies
- ◇ Blow up slides/inflatable type activities
- ◇ Excessive amplified sound
- ◇ Rocket launching
- ◇ Hot Air Ballooning
- ◇ Flying model airplanes

Courthouse Park

7232 Courtland Farm Road
Hanover, VA 23069



Included Areas: 1/2 Mile Walking Track
Porta-Johns: 2 (near concession stand)
Parking: 250 spaces
Cost: Resident \$50 Non-Resident \$75

Montpelier Park

17203 Sycamore Tavern Lane
Montpelier, VA 23192



Included Areas: Shelter 1 and Soccer 2
Porta-Johns: 2 (parking lot)
Parking: 80 spaces
Cost: Resident \$100 Non-Resident \$175

Pole Green Park

8996 Pole Green Park Lane
Mechanicsville, VA 23116



Included Areas: Shelter 1, 5k Course, Open Field behind Softball Complex
Porta-Johns: 1 (near Shelter 1)
Parking: Softball Lot 200, Shelter Lot 75
Cost: Resident \$200 Non-Resident \$300

Poor Farm Park

13400 Liberty School Lane
Ashland, VA 23005



Included Areas: Shelter 1 & Multipurpose 5
Porta John: 2 (parking lot)
Parking: 180 spaces
Cost: Resident \$150 Non-Resident \$225

Included Areas: Amphitheater & Shelter 1
Porta-Johns: 2 (parking lot), 1 (amphitheater)
Parking: 180 spaces
Cost: Resident \$120 Non-Resident \$240