

For Office Use Only
 Staff _____ Date _____
 Cash Check Credit

Shelter Rental Applications may be submitted up to one year in advance of desired date via the following methods.

Reserve and pay online at www.hanoverparksrec.com

or submit completed form to Hanover County Parks & Recreation

Mail: 13017 Taylor Complex Lane, Ashland, VA 23005 **Fax:** (804) 365-4696 **Email:** parksandrec@hanovercounty.gov

Applicant Information

Name _____ Org./Co. Name (if applicable) _____
 Address _____ City _____ State _____ Zip _____
 Email _____ Phone (H) _____ (C) _____

Rental Information

Type of Event _____ Estimated Attendance _____
 Date Requested _____ Time Requested _____:_____ to _____:_____ (Shelters are rented from 10am – 7pm)
 Location Requested _____ Shelter number requested (if applicable) _____

Park Shelter Information and Fees

Park	Shelter	Max Capacity	Amenities			Fees	
			Tables	Grills	Electricity	Resident	Non-Resident
Courthouse Park	1	50	7	0	yes	\$40	\$80
Hanover Wayside Park	1	75	12	2	yes	\$40	\$80
Hanover Wayside Park	2	50	6	3	yes	\$40	\$80
Montpelier Park	1	100	12	3	yes	\$60	\$120
Pole Green Park	1	50	6	2	yes	\$40	\$80
Poor Farm Park	1	50	4	1	yes	\$40	\$80
Poor Farm Park	2	100	8	2	yes	\$60	\$120
Poor Farm Park	3	25	4	1	yes	\$20	\$40
Taylor Park	1	50	6	0	no	\$40	\$80
Washington Lacy Park	1	25	2	1	no	\$20	\$40

Resident:
 Any person, organization or company located within Hanover County

Non-Resident:
 Any person, organization or company, located outside of Hanover County


Payment and Waiver

By signing below, you agree to adhere to all Parks & Recreation rules and regulations (found on back of this application and online).

Reminders: Alcoholic beverages are prohibited on Hanover 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).

Applicant Signature _____ **Date** _____

Pre-payment required to complete transaction

Cash (please bring correct change, cash accepted only at the Taylor Complex Office) Check (Make payable to Hanover County)
 Credit Card **Please DO NOT provide your card number on this registration form.** Please provide us with your contact information where we can call during business hours to securely receive your payment information.

 Name: _____ Phone Number: _____

Persons requesting the reservation of a picnic shelter in a County park must complete a Shelter Rental Application or reserve online at www.hanoverparksrec.com.

- 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 up to one week prior to the reservation date, after which no refunds will be allowed. Refunds will not be issued due to inclement weather. All refund requests must be submitted in writing to Hanover County Parks & Recreation, either by mail or email to parksandrec@hanovercounty.gov.
- 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 are available on a first come, first served basis at no charge.
- Shelter attendance shall not exceed the maximum capacity stated on Shelter Rental Application.
- 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 in the event of an emergency.

Please work together to make your park visit enjoyable.

The following are prohibited on park property:

- Glass containers
- Rocket launching
- Metal detecting
- Excessive amplified sound
- All tents, except un-staked 10'X10' canopies
- Alcoholic beverages, illegal drugs and illegal activities
- Flying model airplanes (except in designated areas at Courthouse Park)
- 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 locations
- Horses (except in designated areas at Pole Green Park and Washington Lacy Park)
- All off leash animals (except at designated Dog Parks at Pole Green Park and Taylor Park)
- Golf
- Hunting
- Profanity
- Hot air ballooning
- Blow up slides/inflatable type activities

Courthouse Park

7232 Courtland Farm Rd.
Hanover, VA 23069



Shelter 1

Fees: \$40 (R) / \$80 (NR)
Max Capacity: 50
Table: 7 Grills: 0
Electricity: yes
Note: next to multipurpose field 2

Hanover Wayside Park

8225 Hanover Wayside Park Rd.
Mechanicsville, VA 23116



Shelter 1

Fees: \$40 (R) / \$80 (NR)
Max Capacity: 75
Table: 12 Grills: 3
Electricity: yes
Note: across bridge, in wooded area



Shelter 2

Fees: \$40 (R) / \$80 (NR)
Max Capacity: 50
Table: 6 Grills: 3
Electricity: yes
Note: close to playground and open field

Montpelier Park

17203 Sycamore Tavern Ln.
Montpelier, VA 23192



Shelter 1

Fees: \$60 (R) / \$120 (NR)
Max Capacity: 100
Table: 12 Grills: 3
Electricity: yes

Pole Green Park

8996 Pole Green Park Ln.
Mechanicsville, VA 23116



Shelter 1

Fees: \$40 (R) / \$80 (NR)
Max Capacity: 50
Table: 6 Grills: 2
Electricity: yes
Note: near small playground, dog park and ball field

Poor Farm Park

13400 Liberty School Rd.
Ashland, VA 23005



Shelter 1

Fees: \$40 (R) / \$80 (NR)
Max Capacity: 50
Table: 4 Grills: 1
Electricity: yes
Note: near Dana P. Nelson Operation Hope playground



Shelter 2

Fees: \$60 (R) / \$120 (NR)
Max Capacity: 100
Table: 8 Grills: 2
Electricity: yes



Shelter 3

Fees: \$20 (R) / \$40 (NR)
Max Capacity: 25
Table: 4 Grills: 1
Electricity: yes
Note: near playground in wooded area

Taylor Park

13017 Taylor Complex Ln.
Ashland, VA 23005



Shelter 1

Fees: \$40 (R) / \$80 (NR)
Max Capacity: 50
Table: 6 Grills: 0
Electricity: no

Washington Lacy Park

13400 Woodside Ln.
Ashland, VA 23005



Shelter 1

Fees: \$20 (R) / \$40 (NR)
Max Capacity: 25
Table: 2 Grills: 1
Electricity: no