

## PARK SHELTER RESERVATIONS

**Information Packet.** The information packet you requested concerning rental of a Chesapeake park shelter is enclosed. Included are the following materials:

- ◆ Use Application
- ◆ General Rules
- ◆ Fees

**Use Application.** If you would like to reserve a park shelter, please complete the Use Application form and return it to the following address as soon as possible:

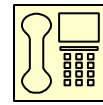


Chesapeake City Park  
Parks & Recreation Dept.  
City of Chesapeake  
112 Mann Drive  
Chesapeake, VA 23322

Northwest River Park  
1733 Indian Creek Road  
Chesapeake, VA 23322



Fax: (757) 312-0716 (City Park)  
(757) 421-0134 (NWRP)



For more information call  
Chesapeake City Park  
(757) 312-0243  
Northwest River Park  
(757) 421-7151

Please Note: Faxing your application will not reserve your shelter until payment or deposit has been received.

After review of your application, this office will notify you as to whether or not your application to reserve a park shelter has or has not been approved.

Thank you very much for your interest in using a Chesapeake Park Shelter. Please call the Chesapeake City Park at (757) 312-0243 or Northwest River Park at (757) 421-7151 if you have any questions or need additional information.

Enclosure

**CITY OF CHESAPEAKE  
APPLICATION FOR PARK SHELTER RENTALS**

**ORGANIZATION INFORMATION**

Organization \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CONTACT INFORMATION**

Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Applicant's relation to organization \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**USE INFORMATION**

Requested Use Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
 Who will attend? [ ] Family & guests [ ] Members & guests [ ] Employees & guests [ ] Open to the public  
 Event Description (use the space on the back and/or attach additional sheets if needed) \_\_\_\_\_

**PARK SHELTERS**

PARK	SHELTER NUMBER AND SIZE	TABLES	GRILLS	FEES
<b>Chesapeake City Park (CCP)</b> 900 Greenbrier Parkway	[ ] #1 (Large)	10	2	<p><b>Payable when application submitted.</b></p> <p><b>LARGE SHELTER</b>            Resident \$110            Non-Resident \$130</p> <p><b>SMALL SHELTER</b>            Resident \$60            Non-Resident \$80</p> <p><b>FUN FOREST SHELTERS            Shelters #6 &amp; 7 (located at Fun Forest)</b>            Resident \$70            Non-Resident \$90</p> <p><b><u>Shelters #6 &amp; 7 at Fun Forest can also be rented on a half-day basis. The rental rates are listed below.</u></b></p> <p style="text-align: center;"><b>(HALF-DAY RENTALS)</b>  <u>Rental Times:</u>  <b>8:30 a.m.—12:30 p.m.</b>  <b>2:30 p.m.—6:30 p.m.</b>  <b>(or sunset, if earlier)</b></p> Resident: 1/2 day rate \$40 Non-Resident: 1/2 day rate \$60 <p><b>Refunds are given for weather Related cancellations only. \$15 of fee is non-refundable.</b></p>
	[ ] #2 (Small)	7	1	
<b>Fun Forest Shelters (FFS)</b> City Park	[ ] #6 (Small)	6	1	
	[ ] #7 (Small)	6	1	
<b>Campostella Square Park (CSP)</b> Corner of Windy & Border Road	[ ] #1 (Small)	4	1	
	[ ] #1 (Small)	4	1	
<b>Crestwood Park (CWP)</b> 300 Grant Street	[ ] #1 (Small)	4	1	
	[ ] #1 (Large)	9	2	
<b>Deep Creek Lock Park (DCLP)</b> 300 Luray Street	[ ] #1 (Large)	9	2	
	[ ] #1 (Large)	6	1	
<b>Great Bridge Lock Park (GBLP)</b> Locks Road (off Battlefield Blvd.)	[ ] #2 (Small)	4	1	
	[ ] #1 (Large)	8	2	
<b>Lakeside Park (LSP)</b> Corner of Byrd Ave. & Bainbridge Blvd.	[ ] #1 (Small)	4	1	
	[ ] #2 (Small)	4	1	
	[ ] #3 (Small)	4	1	
	[ ] #4 (Small)	4	1	
	[ ] Large Group	10	2	
<b>Northwest River Park (NWRP)</b> 1733 Indian Creek Road	[ ] #1 (Small)	4	1	
	[ ] #1 (Small)	5	1	
<b>Western Branch Park (WBP)</b> 4437 Portsmouth Blvd.	[ ] #1 (Small)	5	1	

**NOTE:** The number of tables at each shelter cannot be guaranteed. Gated parks will remain locked. Pedestrian access only.  
 Special Use Permit may be required.

**I Agree to Abide By The Following Regulations:**

- 1) Rental fee shall be paid when the application is submitted.
- 2) Lessee accepts responsibility for any damages which might occur during the period of use.
- 3) City property shall not be removed from the premises.
- 4) All trash will be disposed of properly.
- 5) All planned activities are listed on this form.
- 6) Reservation sign will be posted on the appropriate shelter early on the day of the reservation.
- 7) Special event activities (such as pony rides, moonwalks, large grills/cookers, disc jockeys, etc.) will not be used, except the group shelter at Northwest River Park.
- 8) Tents will not be erected.
- 9) Vehicles shall only be driven on designated roadways and parked in designated parking areas.
- 10) **Alcoholic beverages are NOT allowed.**
- 11) By acceptance of this agreement, the group and its participants agree to see that all necessary safety precautions are followed and will indemnify the City of Chesapeake, it's 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 arising from the exercise of the privileges granted in this agreement.
- 12) This agreement is not binding until approved and signed by the Parks and Recreation Department Director or a designated authorized agent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this application:

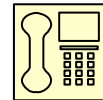


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Fax: (757) 312-0716 City Park  
(757) 421-0134 NWRP only



For more information call  
Chesapeake City Park  
(757) 312-0243  
Northwest River Park  
(757) 421-7151

**FOR OFFICE USE ONLY      DO NOT WRITE BELOW THIS LINE**

**Permission** is granted for the use of a Park Shelter for the activity as described herein. No activities which require insurance coverage, special permits or licenses, and special rental agreements will be held without written permission from the Director of Parks and Recreation. At no time can the renter assign this agreement or any part hereof, nor sublet the premises or any part hereof, nor grant any licenses or concession in connection with the demised premises without the prior written consent of the authorizing agent.

\_\_\_\_\_  
Staff Signature/Title

\_\_\_\_\_  
Date

	AMOUNT PAID	DATE	PIV#
<b>Chesapeake City Park</b>	_____	_____	_____
<b>Fun Forest (City Park)</b>	_____	_____	_____
<b>Campostella Square Park</b>	_____	_____	_____
<b>Crestwood Park</b>	_____	_____	_____
<b>Deep Creek Lock Park</b>	_____	_____	_____
<b>Great Bridge Lock Park</b>	_____	_____	_____
<b>Lakeside Park</b>	_____	_____	_____
<b>Northwest River Park</b>	_____	_____	_____

**CITY OF CHESAPEAKE  
DEPARTMENT OF PARKS AND RECREATION  
POLICES AND PROCEDURES MANUAL**

SUBJECT: Shelter Rentals

NO. 6059

ORIGINAL ISSUED: October 1, 1999

REVISED: July 1, 2009

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**PURPOSE:** To provide regulatory information for the reservation of park shelters.

**GENERAL RULES**

Groups reserving park shelters shall abide by all conditions, rules and requirements stated herein, and/or the Reservation Agreement.

1. **Approval of Use.** The park shelter reservation policy is intended to allow the shelters to be used for activities such as picnics. Other activities, such as concerts; carnival, amusement, or pony rides; tents; entertainment; serial-style events (held more than once); merchandising (sale of any kind of merchandise by event organizers, vendors, etc.); animal activities (petting zoos, animal rides, animal shows or demonstrations); fireworks; admission charge; food or beverage vending; or other more elaborate event activities require prior written approval from the Director of the Parks and Recreation Department and may require additional stipulations, such as insurance, security, traffic control and other special permits and licenses. The Director of the Parks and Recreation Department retains the right to allow or to disallow use of any requested park shelter based on the specifics of the intended use.
2. **One Day Limit.** Events or activities not sponsored or co-sponsored by the City shall be limited to a one (1) day use period with the exception of shelters #6 and #7 at Fun Forest. These two shelters are rented on a half-day rental basis from 8:30 a.m. to 12:30 p.m. and from 2:30 p.m. to 6:30 p.m., although they may also be rented on a full-day basis. The one day period shall be during daylight hours only.
3. **Vehicle Parking and Use.** No vehicle shall be driven or parked on any portion of the grounds other than designated roadways and parking areas without the prior written approval of the Director of the Parks and Recreation Department.
4. **Portable Toilets.** The user group must first obtain prior written approval from the Director of the Parks and Recreation Department to have portable toilets placed on park property.
5. **Trash Disposal.** The user must make adequate provision for the disposal of all trash and garbage generated as a result of the activity. The nature of such necessary action to be taken by the user may range from disposing of trash in trash cans already located at the park, providing extra trash bags for these cans, or contracting for dumpster service. Prior written approval from the Director of the Parks and Recreation Department must be obtained to have a dumpster placed on park property.

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6. **Signs.** Information signs will be allowed on site during the period of use. However, all signs must be removed from the site at the end of the lease period. In addition, any holes made when erecting signs shall be filled with dirt after removal of the sign.
7. **Alcoholic Beverages.** All alcoholic beverages are prohibited.
8. **Reservation Sign.** The user may pick up a reservation sign from the Parks and Recreation Department prior to the reservation date. The user may then post the reservation sign on the appropriate shelter early on the day of the reservation date. User should check the shelter one hour before rental begins.
9. **Signed application for Park Shelter Rental.** The user must bring the signed application for parks shelter rental with him/her on site during the period of use to verify the reservation.
10. **Assistance During Period of Use.** If the user needs assistance on the day the shelter is reserved, the user should call the Parks and Recreation Department at 382-6411 during normal business hours. If it is after normal business hours, the user should call the Police Dispatcher at 382-6161 (Press "2" when the announcement begins) and ask the dispatcher to page the Parks and Recreation Department duty supervisor.
11. **Fees and Charges.** Rental fees per day are listed on the application form. Full payment is due when the application is submitted. Checks should be made payable to the "City of Chesapeake".
12. **Priorities.** Programs or activities under the direct control of the Chesapeake Parks and Recreation Department will have first priority for use of the park facilities and will be exempt from fees. Activities sponsored by the City of Chesapeake schools will have second priority and will be exempt from fees. All other users may apply to reserve facilities on a first come basis.
13. **Tents.** Tents will not be permitted at parks within the City except for city sponsored events or as authorized by the Director of Parks and Recreation. Tents are permitted with the rental of sections at City Park.

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**PARK SHELTERS AVAILABLE FOR RESERVATION:** The following park shelters are available for reservation:

PARK	SHELTER NO.	TABLES*	GRILLS	FEES
<b>Chesapeake City Park (CCP)</b> 900 Greenbrier Parkway	#1—Large	10	2	<p><b>Payable when application submitted</b></p> <p><b>Large Shelter</b></p> <p>Resident \$110</p> <p>Non-Resident \$130</p> <p><b>Small Shelter</b></p> <p>Resident \$60</p> <p>Non-Resident \$80</p> <p><b>FUN FOREST SHELTERS</b></p> <p><b>Shelters #6 &amp; #7 (located at Fun Forest)</b></p> <p>Resident \$70</p> <p>Non-Resident \$90</p> <p><b><u>Shelters #6 &amp; #7 at Fun Forest can also be rented on a half-day basis. The rental rates are listed below.</u></b></p> <p><b>(HALF-DAY RENTALS)</b></p> <p><b><u>Rental Times:</u></b></p> <p><b>8:30 a.m.—12:30 p.m.</b></p> <p><b>2:30 p.m.—6:30 p.m.</b></p> <p><b>(or sunset, if earlier)</b></p> <p>Resident : 1/2 day rate \$40</p> <p>Non-Resident: 1/2 day rate \$60</p> <p><b>Refunds are given for weather related cancellations only. If reservation is cancelled \$15 of the rental fee is non-refundable.</b></p>
	#2—Small	7	1	
<b>Fun Forest Shelters (FFS)</b> City Park	#6—Small	6	1	
	#7—Small	6	1	
<b>Campostella Square Park (CSP)</b> Corner of Wendy & Border Road	#1 - Small	4	1	
<b>Crestwood Park (CWP)</b> 300 Grant Street	#1 - Small	4	1	
<b>Deep Creek Lock Park (DCLP)</b> 300 Luray Street	#1 - Large	9	2	
<b>Great Bridge Lock Park (GBLP)</b> Locks Road (off Battlefield Blvd.)	#1 - Large	6	1	
	#2 - Small	4	1	
<b>Lakeside Park (LSP)</b> Corner of Byrd Ave. & Bainbridge Blvd.	#1 - Large	8	2	
<b>Northwest River Park (NWRP)</b> 1733 Indian Creek Road	#1 – Small	4	1	
	#2 – Small	4	1	
	#3 – Small	4	1	
	#4 – Small	4	1	
	Large Group	10	2	
<b>Western Branch Park (WBP)</b> 4437 Portsmouth Blvd.	#1 - Small	5	1	

\*NOTE: The number of tables cannot be guaranteed. Gated parks will remain locked. Pedestrian access only.

\*\*Special Use Permit may be required.

**Other Park Rentals:** For information concerning shelter rentals at the parks listed or Northwest River Park, call 312-0243 (City Park) or 421-7151 (Northwest River Park).

Approved: \_\_\_\_\_  
Robert A. Clifton, Director

Date: \_\_\_\_\_