

For Office Use Only
 Staff _____ Date _____
 Cash Check Credit

Shelter Rental Applications may be submitted up to one year and at least 2 weeks in advance of desired date via the following methods.

Reserve and pay online at www.hanoverparksrec.com

or submit completed form and payment to Hanover County Parks & Recreation

Mail: 7515 Library Drive, Room 120 Hanover, VA 23069 **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 _____
 Date Requested _____ Time of event _____ : _____ to _____ : _____ (Shelters are rented from 10am – 7pm)
 Location Requested _____ Shelter number requested (if applicable) _____
 Special requests (subject to approval) _____

Park Shelter Information and Fees


Park	Shelter	Max Capacity	Tables	Amenities		Fees		Resident: Any person, organization or company located within Hanover County
				Grills	Electricity	Resident	Non-Resident	
Courthouse Park	1	50	7	0	yes	\$40	\$80	Non-Resident: Any person, organization or company, located outside of Hanover County
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	

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).
 In addition, I agree to adhere to the stated maximum capacity of the shelter I am renting.*

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: _____

We hope you enjoy your time visiting Hanover County's parks. While in the parks please be courteous to others and aware of the following rules and regulations listed below.

- Park patrons agree to hold 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.
- Parks are supervised by the Parks and Recreation Department and patrolled by the Hanover County Sheriff's Office, as well as the Virginia State Police, who hold the responsibility of enforcing park rules along with local, state and federal laws.
- All areas are available to the public on a first come, first served basis at no charge, with the exception of shelters and athletic facilities, when reserved. Parks are open from dawn to dusk daily, with the exception of lighted facilities. Avoid any amenities designated as temporarily unavailable.
- Patrons are responsible for leaving the park in the condition it was found, free of trash. Any damage should be reported immediately to the Parks and Recreation Department.
- Closings for maintenance, safety or other reasons deemed appropriate for the management and protection of property shall be at the discretion of the Department.
- Vehicular access is limited to designated areas only.
- Tents must be 10 ft x 10 ft, or smaller and may not be staked into the ground.
- Portable grills less than 1,000 square-inches are permitted in designated grilling areas only. Fryers and ground fires are strictly prohibited.
- For the safety and overall experience of all park patrons, the following activities are prohibited:
 - possession or use of alcoholic beverages
 - hunting
 - profanity
 - glass containers
 - metal detecting
 - golfing
 - rocket launching
 - hot air ballooning or manned flying equipment
 - posting and distributing promotional material
 - carnival-type activities (inflatable attractions, dunk tanks, etc)
 - utilizing park property for sale of goods or services or collection of fees
 - amplified sound through non-park approved systems
- The following are permitted only in designated areas of specific parks:
 - unmanned aircraft systems (radio controlled, drones, etc.)
 - horseback riding
 - animals allowed off-leash
 - fishing in accordance with the laws of the Commonwealth of Virginia.
- Any exceptions to these guidelines must be approved in advance, in writing by the Parks and Recreation Director.

Shelters

Shelter reservations are posted at the entrance to each of our shelters. Shelters are available on a first-come, first-serve basis unless reserved.

- 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.
- The applicant must have this reservation confirmation form in his/her possession on the day of the reservation.
- The following are prohibiting in and around the shelter: tape, adhesives, strings, nails, glitter and/or confetti.

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