



Henrico County Recreation and Parks
GAZEBO RESERVATION FORM

Purpose: _____ Estimated # of Users (See below for capacity): _____

Please select the gazebo(s) you wish to reserve and appropriate fee(s):

| Gazebo | Henrico Resident Fee | Non-Resident Fee | Standing Capacity | Time |
|--|----------------------------------|----------------------------------|-------------------|-------------|
| <input type="checkbox"/> Deep Run Park - Small | <input type="checkbox"/> \$25.00 | <input type="checkbox"/> \$50.00 | 50 | 9 a.m.-dusk |
| <input type="checkbox"/> Dorey Park - Small | <input type="checkbox"/> \$25.00 | <input type="checkbox"/> \$50.00 | 50 | 9 a.m.-dusk |
| <input type="checkbox"/> Osborne Park - Small | <input type="checkbox"/> \$25.00 | <input type="checkbox"/> \$50.00 | 50 | 9 a.m.-dusk |

RESERVATION DATE: _____ 2nd Choice: _____ 3rd Choice: _____

Completed reservation form and fee must be received in our office a minimum of five (5) business days prior to the reservation date and no earlier than one (1) year in advance and is limited to availability. Refund requests must be made in writing and received in our office thirty days prior to reservation date. For more details, please review the Picnic Shelter and Gazebo Reservation Guide on our website.

PROOF OF HENRICO RESIDENCY: Must be provided with reservation and match payment name and address on form to receive resident rates. **Individuals** must provide a current Va. driver's license, DMV change of address card (if applicable), DMV ID card or Voter registration card. **Organizations** must provide a business card, letterhead, check or Henrico business license.

PAYMENT INFORMATION: Payable to "County of Henrico."

Applicant Name (Must match printed name on check/card): _____

Address/City/State/Zip Code: _____

Primary Phone: _____ Secondary Phone: _____ Cell: _____

Email: _____ Gender: M / F Date of Birth: _____

Emergency Contact: _____ Relationship: _____ Primary Phone: _____

Organization Information: (Only necessary if an organization is paying.)

Please list authorized agent's information in above applicant blanks.

Organization Name (Must match printed name on check/card): _____

Organization Address/City/State/Zip Code: _____

Organization Primary Phone: _____ Secondary Phone: _____

Cash/Exact Change (*Walk-in only*)

Credit Card (*American Express, Discover, MasterCard, and Visa*) Check/Money Order #: _____

**Mail-in reservations can only be made with Check/Money Order.*

Total Fees: _____

***For a gazebo reservation you are allowed to have the following:** a small music device that does not require amplification. Grills are prohibited. **Please list any additional items you are requesting permission to bring or set up (subject to Division approval).**

In reserving a gazebo, I agree to assume the responsibility of having all members of my group adhere to the Henrico County Ordinance, Chapter 14, Section 14-31 to 14-52 and Picnic Shelter and Gazebo Reservation Guidelines. A copy of this information is attached to your permit and receipt. Please bring this information with you for contact numbers and reservation verification on your reserved date. **I UNDERSTAND THAT THERE IS NO ALCOHOL PERMITTED ON COUNTY PROPERTY.**

Signature (Must match applicant or agent name): _____ Date: _____

Mail to: Gazebo Reservations
 Henrico County Recreation and Parks, PO Box 90775, Henrico, VA 23273-0775
 For more information, visit us online at www.henricorecandparks.com or call 804-501-7275.