



## Henrico County Recreation and Parks **PICNIC SHELTER and GAZEBO RESERVATION GUIDE**

**PICNIC SHELTERS** are roofed structures with open sides that include picnic tables, benches, an electrical outlet and a charcoal grill. A single shelter has a **maximum seating capacity** of 50 people. Large groups are encouraged to make a reservation at Deep Run or Dorey Park, where several shelters are grouped together. Picnic Shelters are available daily from 9am-2pm, 3pm-dusk, or 9am-dusk.

**Henrico Resident Fees:** \$25 per time period or \$50 all day. **Non-resident fees:** \$50 per time period or \$100 all day.

**GAZEBOS** are small roofed structures with open sides that may have attached benches. They are generally used for small wedding ceremonies. They do not have tables or grills, and only the large gazebo has an electrical outlet. **Maximum standing capacity** for the large gazebo is 150 and 50 for the small gazebo. Gazebos are available daily from 9am to dusk.

**Henrico Resident Fees:** \$150-large gazebo/\$25-small gazebo. **Non-resident Fees:** \$300-large gazebo/\$50-small gazebo.

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### **MAKING A RESERVATION**

*A list of parks with shelters and gazebos can be found at [henrico.us/services/reserve-a-park-shelter/](http://henrico.us/services/reserve-a-park-shelter/).*

**Online:** **Individuals** may go to [connect.henricorecandparks.com](http://connect.henricorecandparks.com) to create an online account and request a reservation (a minimum of seven (7) days in advance and no earlier than one (1) year in advance and is limited to availability).

**Reservations paid by an organization** must be made in person or by mail.

**In Person or by Mail:** Completed Individual or Organization 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 space availability. **To download a form or for a list of our walk-in locations go to <http://henrico.us/rec/reservations>**

**Proof of Henrico Residency** must be provided with reservations made in person and match payment name and address on form to receive resident rates. **Individuals** must provide a Virginia State driver's license, DMV change of address card (if applicable), DMV ID card or Voter registration card. **Organizations** must provide a business card or letterhead with a physical address.

**Payee Signature is required on form or online by checking the required boxes.** When reserving a picnic shelter or gazebo, you have agreed to assume the responsibility of having all members of your group adhere to the [Henrico County Ordinance, Chapter 14, Section: 14-31 to 14-52](#) and the [Picnic Shelter and Gazebo Reservation Guide](#).

**Division Approval:** See "Rules for Usage" (page 2) for detailed information on what you may bring to a shelter/gazebo.

#### **An approved shelter or gazebo permit and receipt confirm your reservation**

- Please review your reservation permit and receipt and contact us with any discrepancies.
  - Groups with reservations have priority for shelter and gazebo use. While reservation signs will be posted at each shelter and gazebo, *please have your reservation permit and receipt with you for reservation verification and contact numbers for assistance.* Non-reserved shelters are available to the public on a first-come, first-served basis.
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### **PARK CLOSINGS**

Park closings will be announced on the Inclement Weather Hotline: 804-501-5132, the Division's website: [www.henricorecandparks.com](http://www.henricorecandparks.com), and HCTV Comcast channel 17 and Verizon channel 39.

## SHELTER & GAZEBO REFUND POLICY

Requests must be made in writing and received thirty (30) days prior to your **reservation date**. Refund requests due to inclement weather must be received in our office the week following your reservation. Reservations will not be refunded due to inclement weather until the actual reservation date has passed. All refunds are paid by check and mailed within thirty days of approval. The processing fee charged with an online transaction is non-refundable.

- Inclement weather related to reservation of Recreation and Parks facilities is defined as any kind of extreme weather, usually severe rain, flooding, wind or tornado warnings, snow or ice, which might create hazardous conditions for park patrons either traveling to or from or participating in scheduled park activities. Inclement weather does not include seasonal weather patterns such as extreme temperature fluctuations, poor air quality warnings or extreme humidity levels which are often experienced annually throughout central Virginia.
- All requests for any **change to your reservation** (location, date or time) must be made in writing and received in our office ten (10) working days prior to the original reservation date OR the week following inclement weather and is limited to availability.

Written requests can be sent by mail, email, or fax.

**Mail:** Shelters

Henrico County Recreation and Parks

PO Box 90775

Henrico, VA 23273-0775

**E-mail:** recandparks@henrico.us

**Fax:** (804) 501-5284

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## SHELTER & GAZEBO RULES FOR USAGE

Please help keep our picnic shelters, gazebos, and surrounding areas clean for you and the next group to use. Our shelters and gazebos are used continuously throughout the day, often with little maintenance time between each reservation. *Your assistance in keeping the area clean and ready to use by the end of your reservation time is greatly appreciated.*

- Alcoholic beverages are prohibited on county property.
- Parks close at DUSK which may affect the ending time of your reservation.
- Shelter rentals only include the use of the shelter and adjacent charcoal grill. Shelter and gazebo rentals do not include the surrounding areas and playgrounds. The general public is always welcome within our park areas.
- Signage and decorations must be tied or taped to shelter or gazebo and removed completely at the end of your reservation time. Nails or staples, chalk or spray paint and water paint balloons, are not permitted. See County Ordinances 14:36
- The following may be brought to the shelter for your use – A maximum of 2 (two) cooking grills, the use of a caterer, and a small music device that does not require amplification. At a gazebo, you may bring a small music device that does not require amplification, however, grills are not permitted. **Permission must be requested (either online or on the reservation form) for anything additional you are requesting to bring or set up, subject to Division approval, and in certain circumstances with the proper insurance.** For more information, call 804-501-5127 or email hud10@henrico.us.
- No fees can be collected within the parks without prior written permission from the Division of Recreation and Parks.
- Vehicular access is not available to most shelters. Vehicles are to remain in parking lot during reservation.
- To reserve a sports field, please contact our Sports section at 804-501-5156 or email mcc125@henrico.us for availability, reservation procedures, and fee.
- If you encounter problems with the shelter such as trash, restrooms, plumbing, or electrical, call 804-501-4555.
- If another group refuses to vacate the shelter during your reserved time, call 804-501-5000 (Non-emergency Police).