



Henrico County Recreation and Parks

PICNIC SHELTER RESERVATION FORM - INDIVIDUAL

Purpose: _____ Estimated # of Users (Maximum: 50 per shelter): _____

Please select the shelter(s) you wish to reserve:

Table with 8 columns and 18 rows listing picnic shelters and their reservation options (checkboxes for 1-7 users).

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.

RESIDENCY STATUS: Proof of Henrico residency is required. A current VA driver's license, DMV change of address card (if applicable), DMV ID Card, or Voter registration card which must match payment to receive resident rate.

FEE SCHEDULE:

Henrico Residents \$25 per shelter, per time slot for the following time slot(s). Please check desired time.
[] 9 am-2 pm: \$25 [] 3 pm-dusk: \$25 [] All Day: \$50

Non-Residents \$50 per shelter, per time slot for the following time slot(s). Please check desired time.
[] 9 am-2 pm: \$50 [] 3 pm-dusk: \$50 [] All Day: \$100

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 Phone: _____

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

Emergency Contact: _____ Relationship: _____ Primary 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 shelter reservation you are allowed to have the following: a maximum of 2 grills, use of a caterer, and a small music device that does not require amplification. Please list any additional items you are requesting permission to bring or set up (subject to Division approval).

In reserving a picnic shelter, 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 the Picnic Shelter and Gazebo Reservation Guide. 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 payment name): _____ Date: _____

Mail to: Picnic Shelter 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.