



PICNIC SHELTER RESERVATION FORM - ORGANIZATION

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

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

Table with 8 columns and 17 rows listing picnic shelters and their reservation options (checkboxes 1-7).

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 request 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. Organizations must provide a business card, letterhead, check or Henrico business license.

FEE SCHEDULE:

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

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

PAYMENT INFORMATION: Payable to "County of Henrico."

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

Organization Address/City/State/Zip Code: _____

Organization Primary Phone: _____ Secondary Phone: _____

Authorized Agent Name: _____ Agent Primary 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 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 payment name): _____ Date: _____