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| ANDY GILLEY PARKS DIRECTOR | KEITH BRUCE ASSISTANT PARKS DIRECTOR | DALLAS LONG ASSISTANT PARKS DIRECTOR |
| TREVOR COLE PARKS MAINTENANCE SUPERINTENDENT | WADE EVANS SPECIAL EVENTS SUPERVISOR | |
| EDDIE KEMPER ASSISTANT MAINTENANCE SUPERVISOR | JAIME BARTON PAYROLL, PURCHASING, & PROJECT COORDINATOR | |
| KRISTEN EMERSON ADMINISTRATIVE ASSISTANT II | CINDY HAMBLÉN RECREATION COORDINATOR | OREY FUGATE RECREATION COORDINATOR |

SHELTER RESERVATION

Reservation Date _____ Type of activity _____ Estimated number of people _____
 Name _____
 Address _____ City _____ Zip Code _____
 Phone: (Home) _____ (Cell) _____
 Email (Required) _____

Shelter Requested:

*Memorial Park *Mary's Magical Place #1 Drakes Creek #1 (+ 1 VB court) Drakes Creek #2
 Sanders Ferry Park: Shelter *#1 *#2 #3 #4 #5 #6 #7 *#8

**These 5 shelters meet ADA standards. Indicates shelters that have electric outlets. Indicates this shelter does not allow grilling.
 The Mary's Magical Place Shelter#1 rental is for the shelter only and does not include rental of the playground. This playground and shelter have designated hours for those with special abilities and their families (Wednesday 8:00am – 10:00am & Sunday 6:00pm – 8:00pm).

Requested Hours: Start Time: _____ End Time: _____ Total Hours: _____

Requested start time is no earlier than 8:00a.m. Time includes set up & clean-up of reserved shelter.

Will there be music requiring an "amplified" sound system used at this activity? Yes No

****If yes, it is necessary to obtain a sound permit in City Hall.**

Will you be using any inflatable items (moon bounce, etc), party train or party bus? Yes No

Is this for a wedding ceremony or wedding reception? Yes No

Will you have food trucks or other types of vendors selling items? Yes No

Will you need to set-up a tent larger than a 20x20? Yes No

Will you be raising funds or charging fees to attendees? Yes No

****If yes to any of the above questions, you will need to contact the Special Events Supervisor, Wade Evans (615) 590-4621/ [wevans@hvilletn.org](mailto:w Evans@hvilletn.org). These additional items are subject to staff and/or parks Board approval and may require further documentation and city permitting. Failure to submit proper documentation for any of the above types of activities will result in immediate cancellation of the event.**

All persons attending the activity are responsible to adhere to all rules and regulations of the Hendersonville Parks and Recreation Department as set forth in Ordinance 1978-38 and Guidelines and Policies for Picnic Shelter Reservations.

**Note: It is impossible to keep outdoor shelters completely free of wildlife droppings and windblown debris at all times.
 Rates approved by Parks Board on December 17, 2018.*

Signature _____ Date _____

FOR OFFICE USE ONLY

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|--|--------------|--------------------------|--------------------------|--------------------|
| <u>Large Group Shelters (SF#8 & MMP#1)</u> | Resident | <input type="checkbox"/> | \$20.00 Per Hour x _____ | # Hours = \$ _____ |
| | Non-Resident | <input type="checkbox"/> | \$30.00 Per Hour x _____ | # Hours = \$ _____ |
| <u>All Other Shelters</u> | Resident | <input type="checkbox"/> | \$10.00 Per Hour x _____ | # Hours = \$ _____ |
| | Non-Resident | <input type="checkbox"/> | \$15.00 Per Hour x _____ | # Hours = \$ _____ |

Fee Paid _____ Cash Check # _____ CC _____

Comments _____ Entered in ReCPro _____