



## **GUIDELINES AND POLICIES FOR PICNIC SHELTER RESERVATIONS**

**Rental Procedure:** Rentals for private use of a Hendersonville Park Shelter can be made online or in person. Rentals are on a first come, first serve basis. Reservation with the full rental fee must be submitted to secure a rental date. The policies that follow are needed to ensure the proper use and control of the facility so that all people may equally enjoy the park. Permit holders are responsible for reviewing all the information provided, including the [City of Hendersonville's Municipal Code, Chapter 5](#). Contact the Parks and Recreation Department for any clarification you may need.

Shelter reservations can be made up to 365 days in advance and no less than 3 days in advance. The reservation office is located at the Parks Main office in City Hall during the hours of 8:00 a.m. to 4:30 p.m. Monday – Friday – 101 Maple Drive North, Hendersonville, TN 822-3898. Or you can check availability and submit a reservation for all shelters through the [online registration website](#). Request for Sanders Ferry Shelter #8 may now be submitted online no more than 60 days in advance and no less than 14 days in advance. If renting Shelter #8 less than 2 weeks in advance, or more than 2 months in advance, then it can only be reserved in person at the Parks office.

Please have a copy of your permit with you at your rental for verification, either printed or on a mobile device. If you arrive at your reserved shelter and someone is there you have the right to ask them to leave providing you have your permit. The Hendersonville Police are provided a copy of all shelters reservations, if problems occur please call 822-1111.

**Responsible Party:** The person whose name is listed on the permit is the responsible party. The responsible party must be present at the event or activity for the entire rental period. The responsible party is responsible for knowing all details agreed upon in the contract, making sure all rules and regulations are enforced, facility cleaned, and trash picked up and disposed of in bins within the facility.

Individuals who submit payment for facility reservations, hereby agree to all terms included within the rental agreement and assume responsibility for the actions of the group. The responsible party will be held responsible for all damages to facilities and property belonging to the City of Hendersonville.

**Other Terms and Conditions:** The City of Hendersonville has the authority to revoke any permit for any violation of terms and conditions or ordinances. In the event of any non-compliance with the terms and conditions, the City of Hendersonville can, at its sole discretion, ban any individual or group from any further activity in any City of Hendersonville facility or park.

Reservations are for shelters only. Adjacent playgrounds, ball fields, restrooms and other park amenities remain open to the general public.

### **Please read and understand the following park policies.**

1. No alcoholic beverages are allowed on property.
2. Fires must be confined to grills and must be completely extinguished before leaving the area.
3. No personal grills allowed
4. Water slides/inflatables are not permitted
5. All trash and refuse shall be placed in the trashcans or dumpsters where provided. When cans or dumpsters are full, or are not available, the refuse shall be carried away from the park area by the party reserving the shelter and properly disposed of elsewhere.
6. Park employees and Hendersonville Police Department shall have the authority to enter facilities and regulate activities when necessary to prevent congestion, assure safety, comfort, and convenience to the public.
7. All persons using the parks will do so at their own risk and agree to hold the City of Hendersonville harmless for any injuries or damages sustained by using the parks.
8. Violation of these rules or city ordinances will result in the termination of park usage and possible fines.



**We have 12 shelters within 4 parks that can be reserved. Shelter 8 rental request can be submitted online no less than 14 days in advance, pending staff approval. You will need to come into the office to reserve Shelter 8 if the rental date is less than two weeks in advance or more than 60 days in advance. Each facility is “as is” and special accommodations cannot be guaranteed. Rental groups are encouraged to visit the site prior to booking their event to make sure the facility meets their needs.**

**Memorial Park** – (1) shelter (close to the dog park). Shelter is located up on the hill behind Kids Kingdom. We do not reserve the one attached to the tennis courts office because this is mainly used by those there for tennis lessons or tournaments.

**Drakes Creek Park** – (2) 1 shelter (where volleyball courts are located). When you reserve this shelter, you can reserve up to 1 volleyball court at no extra charge. 1 shelter at ship playground area.

**Veterans Park (Mary’s Magical Place)** – (1) shelter (next to Mary’s Magical Place playground). This shelter rental does not include the rental of the playground. The playground and shelter have designated hours for those with special abilities and their families (Wednesday 8:00am – 10:00am & Sunday 6:00pm – 8:00pm).

**Sanders Ferry Park** – (8) shelters. Shelters 1 – 7 hold approximately 40. Shelter #8 is a large group shelter that holds 200+.

\*\*\*\*\*For Rockland Park you will need to contact the National Recreation Reservations Service at [www.recreation.gov](http://www.recreation.gov) or 1-877-444-6777\*\*\*\*\*

**Fees:** Fees for Memorial Park, Drakes Creek Park, Veterans Park & Sanders Ferry Park

<b><u>Large Group Shelter #8</u></b> @ Sanders Ferry Park	<u>Resident</u>	\$ 20.00 Per Hour
	<u>Non Resident</u>	\$ 30.00 Per Hour
<b><u>Mary’s Magical Shelter #1</u></b> @ Veterans Park	<u>Resident</u>	\$ 20.00 Per Hour
	<u>Non Resident</u>	\$ 30.00 Per Hour
<b><u>All Other Shelters</u></b>	<u>Resident</u>	\$ 10.00 Per Hour
	<u>Non Resident</u>	\$ 15.00 Per Hour

**City Employees, as well as retired, active, and honorably discharged Veterans who are residents of Sumner County, and retired and active First Responders who are residents of Sumner County, may utilize a full waiver of shelter rental fees at Memorial Park, Drakes Creek and Sanders Ferry Park Shelters 1-7 and a 50% discount on Shelter 8 at Sanders Ferry Park and Mary’s Magical Place Shelter#1 at Veterans Park. This discount can only be applied in office.**

\* Available time slots are hourly beginning at 8:00a.m.-8:00p.m. for all shelters except Mary’s Magical Place Shelter #1 that has designated hours for those with special abilities and their families (Wednesday 8:00am – 10:00am & Sunday 6:00pm – 8:00pm).

*Rates passed by Parks Board on December 17, 2018. Approved Military/Veteran discount by Parks Board on April 26, 2021. Parks Board approved all MMP Shelter#1 funds be dedicated to Mary’s Magical Place Maintenance Fund on May 22, 2023.*

**Resident** is someone who lives in Hendersonville.

**Changes** may be requested before your reserved date. A new receipt will be issued to you if changes are approved.



**Rainouts** may be rescheduled. **You must call the next working day** and let us know that you were rained out and would like to reschedule. If you do not know the date you would like to reschedule for, we will credit your account to use within 365 days. No refunds due to inclement weather.

**Cancellations** may be refunded or rescheduled. You must notify the Parks Department at least one week prior to your reserved date for a refund. If you originally paid with a credit card, the processing fee will not be refunded. Instead of a refund, you may reschedule at no additional charge. We must be notified before date of event for a reschedule. The reschedule will be available to you for 365 days.

**Lights and Electricity** are available at Sanders Ferry Shelter #8. Lights will come on automatically at dark. Shelters #1 & #2 at Sanders Ferry have access to electricity. You may bring gas powered generators for all other shelters.

**Grills** – Each small shelter has a small grill. Shelter #8 has 2 large grills. Please dispose of coals properly – **do not** dump on ground around shelter. Please make sure that coals are cooled down if you dump into trash receptacle. No personal grills allowed.

**Prohibited:** There is **NO ALCOHOL** allowed in the Parks

**Tables:** A standard number of tables should be under each small shelter (usually 4). Although we cannot guarantee that number if someone should move the tables.

**Parking:** At shelter #8, there is **NO PARKING** permitted on sides of boat ramp parking lot (where lot meets grass), as this is a staging area for boat access to lake. Overflow parking is permitted across the road in grass in front of shelter #5. Vehicles may be towed at the owner's expense.

Please clean up after yourself and dispose of all decorations, trash, and food properly. Additionally, any tables that are moved out from the shelter need to be moved back into place prior to the end of the scheduled reservation time, as someone may have the shelter booked immediately after you.

For any shelter questions, please call the Parks office- (615) 822-3898.

### **Special Events:**

Shelters being reserved for activities beyond routine picnics (ie: birthday parties, showers, reunions, company outings, etc.) must contact the city's Special Events Supervisor, Natalie Lankster [nlankster@hvilletn.org](mailto:nlankster@hvilletn.org) and complete a special events application. Applications are subject to staff and/or Parks Board Approval. Reservations subject to completing a Special Events Application include:

- **Wedding Ceremony and/or Wedding Reception**
- **Inflatable or other types of Entertainment Play Equipment Rentals** (*liability insurance required*)
- **Amplified Sound** (*sound permit required*)
- **Use of tents 20x20 or larger** (*Fire Marshall approval required*)
- **Food Trucks and/or other types of vendors selling items** (*vendor fees and liability insured required*)
- **Raising Funds and/or charging fees to attend**

Failure to inform the Hendersonville Parks Department and submit proper documentation for any of the above types of activities will result in immediate cancellation of the event.