



ANDY GILLEY PARKS DIRECTOR	KEITH BRUCE ASSISTANT PARKS DIRECTOR	DALLAS LONG PARKS MANAGER
ANDREA WISE SPECIAL EVENTS PROGRAM SUPERVISOR	JENNY SPANNUTH ADMINISTRATIVE ASSISTANT	KRISTEN EMERSON ADMINISTRATIVE SECRETARY
CINDY HAMBLLEN RECREATION COORDINATOR	STEVEN RUSSELL MAINTENANCE SUPERVISOR	

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 VB Courts Shelter #1 (+ 1 VB court) VB Shelter #2
 Sanders Ferry Park: Shelter *#1 *#2 #3 #4 #5 #6 #7 *#8

*These 4 shelters meet ADA standards. Indicates shelters that have electric outlets.

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

****If yes, you will need to supply us with a certificate of insurance at least 1 week before the activity naming the City of Hendersonville as the additional insured OR certificate holder. Please fax document to (615) 590-4621 or scan and email to kemerson@hvilletn.org**

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.

There is **NO ALCOHOL** allowed in the Parks. **We ask that you clean the area after use.** Tables **MUST** be placed back to their original position. **NO** nails, staples, tacks etc are to be used when decorating. Please carry this permit with you to the activity in case of a scheduling problem.

**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.

RAINOUTS: No refunds given for rainouts; however, another date may be reserved for no extra fee. **You must contact the Parks office the next business day in order to reschedule.**

REFUND POLICY: In order to issue a refund, the Parks Department must be notified of cancellation at least one week prior to event.

RESERVATION CHANGE: In the event that you should change your reservation date, time or shelter, a new receipt will be issued if changes are approved.

Signature _____ Date _____

FOR OFFICE USE ONLY

Large Group Shelter (SF#8) Resident \$20.00 Per Hour x _____ # Hours = \$ _____

Non-Resident \$30.00 Per Hour x _____ # Hours = \$ _____

All Other Shelters Resident \$10.00 Per Hour x _____ # Hours = \$ _____

Non-Resident \$15.00 Per Hour x _____ # Hours = \$ _____

Fee Paid _____ Cash Check # _____ CC _____

Comments _____ Entered in ReCPro _____