



GUIDELINES AND POLICIES FOR PICNIC SHELTER RESERVATIONS

The reservation office is located in City Hall and is open from 8:00 a.m. to 5:00 p.m. Monday – Friday – 101 Maple Drive North, Hendersonville, TN 822-3898. You can also register online 24 hours a day at <https://registration.hendersonvilleparks.org> with a small processing fee.

Reservations do not have to be made to use a shelter. In order to guarantee a shelter once you arrive at the park, you must make a reservation. No reservations are made over the phone, but you can check availability online. You must come in and fill out the reservation form and pay by 5:00p.m. or pay online in order to reserve a shelter. Please reserve your shelter as soon as you know the date you are planning your event – shelters are sometimes booked several months in advance. **Reservations cannot be made more than 365 days in advance.**

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 police are given a copy of reserved shelters - if problems call them at 822-1111.

We have 11 shelters within 3 parks that can be reserved. Shelter 8 is not available to reserve online. You will need to come into the office to reserve Shelter 8.

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.

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 or 1-877-444-6777*****

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

<u>Large Group Shelter #8</u> @ Sanders Ferry Park	<u>Resident</u>	\$ 20.00 Per Hour
	<u>Non Resident</u>	\$ 30.00 Per Hour

You must reserve this shelter in office only

<u>All Other Shelters</u>	<u>Resident</u>	\$ 10.00 Per Hour
	<u>Non Resident</u>	\$ 15.00 Per Hour

* Available time slots are hourly beginning at 8:00a.m.-8:00p.m.

Rates passed by Parks Board on December 17, 2018

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 Shelter #8. Lights will come on automatically at dark. Shelters #1 & #2 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. You may bring your own personal grill. 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.

Sound Systems – If a sound system (requiring amps) is going to be used, you will need to acquire a sound permit. There is no charge for this, but you must have a completed shelter reservation receipt. Sound permits are acquired in the Executive Department in City Hall.

Inflatable play equipment (i.e. moon bounce, etc.), **Party Train or Party Bus**– These items are allowed, but the person making the reservation **must provide a copy of certificate of liability insurance** naming City of Hendersonville as additional insured (insurance can usually be obtained through the company from which the equipment is rented.) You can email a copy of the certificate of liability insurance to kemerson@hvilletn.org. We require this at least a week before the event. You will need to bring a gas powered generator to use inflatable play equipment. ***No water inflatables are permitted.***

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.

Shelters being used other than for routine picnics may need to fill out a special events application to be emailed to awise@hvilletn.org and it may have to be approved by the Parks Board.

Please clean up after yourself and dispose of all decorations, trash, and food properly as someone may have the shelter booked immediately after you.

For any shelter questions, please email kemerson@hvilletn.org or call (615) 822-3898.