



CITY OF FAIRFAX PICNIC PAVILIONS



VISIT US ONLINE

rentalsinfairfax.com

CITY OF FAIRFAX PARKS AND RECREATION

PHONE: (703) 385-7858

RENTALVENUES@FAIRFAXVA.GOV

Customer Rates

<u>Space</u>	<u>1 Half Day Block (8a-1p or 2p-7p)</u>	<u>1 Full Day Block (8a-7p)</u>	<u>Capacity</u>	<u>Equipment Included</u>
Kutner Park Pavilion (3901 Jermantown Road)	\$75	\$150	40	Grills, Calendar of Rented Time, Picnic Tables, Trash Receptacles
Ratcliffe Park Pavilion (10300 Sager Avenue)	\$75	\$150	40	Grills, Calendar of Rented Time, Picnic Tables, Trash Receptacles
Westmore Park Pavilion (4030 Fern Street)	\$75	\$150	40	Grills, Calendar of Rented Time, Picnic Tables, Trash Receptacles
Van Dyck Park Lower Pavilion (3720 Blenheim Boulevard)	\$75	\$150	40	Grills, Calendar of Rented Time, Picnic Tables, Trash Receptacles
Van Dyck Park Upper Pavilion (3720 Blenheim Boulevard)	\$100	\$200	60	Grills, Calendar of Rented Time, Picnic Tables, Trash Receptacles
Providence Park Pavilion (10735 West Drive)	\$100	\$200	60	Grills, Calendar of Rented Time, Picnic Tables, Trash Receptacles

- Applications are required to be submitted for each private event for permitted use of park facilities, unless reserving online. Reservations for park facilities are unable to be placed over the phone due to requirements for acceptance of the terms of agreement included in the application and reservation process.
- Rental fees are required and due for payment in full at the time of reservation and may be transacted over the phone, provided that a Charge Authorization form has been submitted (please see page 3 for form).
- Refunds will only be considered if Request for Refund form is submitted and approved 1 week prior to reservation date. (Please see attached Refund Policy)
- The City of Fairfax does not discriminate on the basis of age, color, disability, gender identity, national origin, orientation, race, religion or sex.
- Applicants applying on behalf of others are required to be an authorized member, relative or representative of the business or individual thereof.
- We do not allow reservations within 4 days of submittal.
- Fee payments may be made using cash, check or credit card. Payments may be sent by postal mail, email, fax, or in-person at a City of Fairfax Parks and Recreation office location. If payment is to be paid via debit or credit card, you must first submit a completed Credit Card Authorization form to grant permission for a transaction to take place using the approved and authorized credit or debit card of the payer, unless paying through the website reservation software. PLEASE MAKE CHECKS PAYABLE TO THE "CITY OF FAIRFAX."



City of Fairfax, Virginia

PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • www.fairfaxva.gov

Pavilion Reservation Agreement

Applicant's Name:		Email:	
Address (Street, State, Zip):			
Telephone #:	(H)	(W)	(C)
Type of Event:		Date of Use:	

Please circle the timeframe for the pavilion/s you would like to reserve. PLEASE NOTE: If you choose the 8 a.m. to 7 p.m. option, your receipt will not show 1 p.m. – 2 p.m. as reserved. However, you WILL have this hour reserved.

<u>Kutner Park Pavilion</u>	8:00 AM – 1:00 PM	2:00 PM – 7:00 PM	8:00 AM – 7:00 PM
<u>Ratliffe Park Pavilion</u>	8:00 AM – 1:00 PM	2:00 PM – 7:00 PM	8:00 AM – 7:00 PM
<u>Westmore Park Pavilion</u>	8:00 AM – 1:00 PM	2:00 PM – 7:00 PM	8:00 AM – 7:00 PM
<u>Van Dyck Park Lower Pavilion</u>	8:00 AM – 1:00 PM	2:00 PM – 7:00 PM	8:00 AM – 7:00 PM
<u>Van Dyck Park Upper Pavilion</u>	8:00 AM – 1:00 PM	2:00 PM – 7:00 PM	8:00 AM – 7:00 PM
<u>Providence Park Pavilion</u>	8:00 AM – 1:00 PM	2:00 PM – 7:00 PM	8:00 AM – 7:00 PM

Maximum number of people that will be in attendance at any one time:

*Events expecting more than 60 attendees must contact Special Events at (703) 385-7949

Bounce House/Moon Bounce

Please check below and complete this section if you would like to set up a bounce house/moon bounce (rented through an outside vendor) during your reservation. Please and agree to the conditions of the disclaimers.

<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Bounce House./Moon Bounce	One (1) Per Rental Permit	Certificate of Liability Insurance Required
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	I understand that approval for a bounce house/moon bounce will not be granted unless the company of my hiring completes and submits a Certificate of Liability Insurance covering the City of Fairfax for the period of my rental, at minimum, and that I am responsible for contacting MISS UTILITY (8-1-1 or 1-800- 552-7001) prior to any stakes or other materials being placed/inserted into the ground. I understand that no bounce houses/moon bounces may interfere with use of reserved athletic fields.		

Credit Card #: (Please list the last four digits ONLY. We will call to collect the remainder of the card number.)	Expiration Date:	Security Code:
Name of Card Holder (Please Print):	E-mail of Card Holder:	
Address of Card Holder (Street, City, State, Zip):	Signature of Card Holder:	
Phone Number of Card Holder:		

Policies, Procedures, and Restrictions

I (we) certify to have received and read a copy of this agreement and will comply with all the Park Rules and Regulations attached.
I (we) certify familiarity with the regulations governing the use of park facilities and shall be held financially responsible for any damages to City of Fairfax property caused by the user(s), and for prompt and proper settlement of claims for such damages.
I (we) certify that the information on this application is complete and true to the best of my knowledge.
I (we) understand the fees to rent are required and not guaranteed to be refundable, subject to pavilion rental permit cancellation policies.
I (we) hereby agree to at all times indemnify, keep harmless, protect, relieve and save the City of Fairfax, all of its agents, employees, officers and volunteers from any and all claims and liability, from all damages, cost or expenses in law or equity (including costs of suits and expenses for legal services) that may at any time arise or be set up because of damage to property or death or injury to persons received or suffered by reason of the operations of lessee hereunder, or which may be occasioned by any act or omission to act which amounts to negligence on the part of said vendor or its agents or employees which results in a dangerous or defective condition of the property.
This agreement, when signed by the applicant and a representative of the organization, constitutes a contractual agreement binding both parties to certain obligations.
The applicant agrees to observe and obey all organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fees at the time of reservation. Balance due must be paid prior to the scheduled event. Monies will be returned only in the case of conditions which force the cancellation of the event.
The organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.
Cancellation and refund options are dependent on the amount of time between the notice of intent to cancel or reschedule provided and the date of the rental. Notice must be provided in advance in order to be considered. Please email notices of intent to cancel or reschedule pavilion rental permits to parksrec@fairfaxva.gov. Available Options: 1) Reschedule - Provide notice 1 or more days (24 hours or more) in advance to reschedule rental for a later date (subject to availability) with no penalty 2) Cancel and obtain refund - If notice is provided 7 days or more prior to the reserved date, you will obtain a full refund. If notice is provided less than 7 days from the reserved date, you will obtain a full refund minus a \$25 processing fee. If paid by cash or check, it will take up to 6 weeks for the money to be mailed via check. If paid by card, it will take 3-5 business days to return to your card.
I (we) understand that if the pavilion is not returned to considerably the same condition in which it was issued, there may be a cleaning fee equivalent to the base rental fee or greater.
I (we) understand that this only reserves the pavilion and no other park amenities.
I (we) understand that no glitter, confetti, pinatas, silly string and sparklers/fireworks may be used.
Due to the picnic pavilions being sheltered outdoor facilities, we understand poor weather can affect their use, however we will only grant refunds due to severe weather such as: high winds (sustained winds over 25 miles per hour), excessive rain (4mm per hour over several hours so that flooding conditions occur, severe cold weather (below 0 degrees) or snow, and lightning. The Request for Refund must be sent within 24 hours of the pavilion rental time.
1. It is strongly recommended that all park patrons wait at least 30 minutes after all lightning and thunder activity has stopped before resuming scholastic athletics activity. 2. Avoid using the restroom sinks and toilet facilities for safe shelter. 3. Stay away from the tallest trees or lone objects (such as light poles or flagpoles), metal objects (such as metal fences or metal benches/bleachers), individual trees, standing pools of water, and open fields. 4. Avoid being the highest object in a field, and do not take shelter under a single, tall tree. 5. Pay much more attention to the lightning threat than to the rain. Lightning can strike far from the rain shaft. 6. If there is no safe shelter within a reasonable distance away, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area and minimize contact with the ground. Do not lie flat! 7. If a person feels his or her hair stand on end, or their skin tingle, immediately crouch, as described in item 6. 8. Do not use the telephone, except in emergency situations. 9. Lightning strike victims do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. Lightning strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. Prolonged and aggressive CPR is highly effective for the survival of many victims of lightning strike. 10. ALL spectators, competitors, and personnel should go inside the nearest building as quickly as possible. A vehicle with a metal roof (not a convertible) and the windows rolled up is a safe alternative to a sturdy building. 11. DO NOT take shelter under gazebos, pavilions, trees or other tall, lone objects. 12. DO NOT remain on, under, or near metal benches/bleachers or metal fences. 13. Lastly, any individual who feels they are in danger of any lightning activity should have the right to leave the field or event site to seek safe shelter.

The applicant will use the premises exclusively for the use stipulated above and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.

COURT ENFORCEMENT

The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of Green Acres including any liability of death, personal injury, or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group), or by any and all third parties.

I have read this agreement and agree to abide by the terms.

SIGNATURE:

DATE: