

# PICNIC AREA RENTALS



## PICNIC AREA RENTAL INFORMATION

The Department of Recreation, Parks & Cultural Activities (RPCA) manages several picnic areas within the City of Alexandria. To make a rental, call 703.746.5414 or visit Lee Center at 1108 Jefferson Street, 9 a.m.-7 p.m. Monday through Friday.

- **Picnic area rentals are available to City of Alexandria resident and non-residents. Non-residents will need to pay an additional fee to reserve picnic areas.**
- Picnic area rentals take place each year March 1 through October 1; available for use April 1 through October 31.
- All picnic areas are available to reserve in 4 hour blocks of time. (10 a.m.-2 p.m. or 3-7 p.m.)
- **Prices are 4 hour blocks unless noted otherwise.**
- Beer in kegs and wine may be permitted with RPCA Director approval and ABC license for \$50 and must be paid at least 3 weeks before event.

### Armistead L. Boothe Park - R \$190 / NR \$231

520 Cameron Station Boulevard | Alexandria, Virginia 22304  
Boothe Park is located beside the Samuel Tucker Elementary School. The park includes basketball and tennis courts, playground, and restrooms. The picnic shelter can accommodate up to **100** people, and includes **5** tables and **1** grill. **No alcohol is permitted at this park.**

### Ben Brenman Park - R \$190 / NR \$231

4800 Brenman Park Drive | Alexandria, VA 22304  
Ben Brenman includes a scenic lake, baseball, softball, soccer fields, sand volleyball courts, dog exercise areas, playground, and restrooms. Picnic shelter can accommodate up to **100** people, and includes **10** tables and **1** grill.

### Chinquapin Park - R \$190 / NR \$231

3200 King Street | Alexandria, VA 22302  
Chinquapin Park is located behind T.C. Williams High School and adjacent to Chinquapin Park Recreation Center & Aquatics Facility. The park includes a playground, soccer fields, basketball, tennis, volleyball courts, a community garden, and a nature trail. The picnic shelter can accommodate up to **100** people, and includes **7** tables and **2** grills. There are no bathrooms in the park. **No alcohol is permitted at this park.**

### Lee Center - R \$75 / NR \$105

1108 Jefferson Street | Alexandria, VA 22314  
The complex includes the RuthAnne Lodato playground, tennis and basketball courts. The picnic area is behind the Lee Center and includes seating (non-sheltered) for **60** people, **6** tables and **1** grill. **\*Restroom access is available.**

### Old Town Pool - R \$75 / NR \$75

1605 Cameron Street | Alexandria, VA 22314  
Adjacent to Old Town Pool, this picnic area is ideal for birthday parties. For added convenience, a parking lot and a tot playground are also nearby. Pool admission fees are not included in rental. **No alcohol is permitted at this park.**

### Fort Ward Park

4301 West Braddock Road | Alexandria, Virginia 22302  
Fort Ward is a preserved Civil War fort in the north-west sector of the City. The park includes a museum, amphitheater, playground, historical areas, and restrooms. **Sound amplification is not permitted at this park.**

The five picnic areas available to be reserved are:

#### Non-Sheltered - R \$75 / NR \$105

- **Area 1:** includes seating for **25** people, **5** tables and **1** grill. **No alcohol is permitted at this park.**
- **Area 3:** includes seating for **25** people, **5** tables and **1** grill.
- **Area 4 or 5:** includes seating for **50** people, **8** tables and **2** grills.

#### Sheltered - R \$190 / NR \$231

- **Area 2:** includes a shelter that can accommodate **100** people, **9** tables and **1** grill.

#### Amphitheater - R \$61/hr / NR \$89/hr

- Includes stage area and seating (non-sheltered).

### Joseph Hensley Park - R \$190 / NR \$231

4200 Eisenhower Avenue | Alexandria, VA 22304  
Hensley Park is located within walking distance of the Northern Virginia Regional Park Authority Cameron Run wave pool, batting cages, and miniature golf course. The park includes baseball and soccer fields, and restrooms. The picnic shelter can accommodate up to **100** people, and includes **6** tables and **2** grills. Sound amplification may be permitted at this park with RPCA Director approval. **\*Gate access is available.**

**\*Additional fees may apply.**

# PICNIC AREA RENTALS



## PICNIC AREA RENTAL RULES AND FAQ

### HOW TO REQUEST A PICNIC AREA RENTAL

Picnic area rental requests are handled at:

**Lee Center, 1108 Jefferson Street, Alexandria, VA 22314.**

- Full payment of all picnic area rental fees are required at the time the rental form is submitted.
- Payment can be made in person with cash, Visa, MasterCard, check and money order; or via mail with check only. All checks and money orders should be made payable to the "City of Alexandria".
- Picnic area rentals by phone are not permitted.
- Rentals are final upon completion of the application, payment of fees and the necessary approvals.

### APPLICANT'S RESPONSIBILITY

- The applicant is responsible for ensuring that their guests abide by all rules and regulations.
- All permits are non-transferable. Failure to comply voids the permit. The original permit for rental of picnic shelter/area must be in possession of the group leader at the picnic site.
- Any violations of rules or damages may result in additional fees and renters will not be allowed to rent another City facility for a minimum of one year.
- If the RPCA Director approves items that require additional permits (i.e. alcohol, sound amplification), it is the responsibility of the applicant to obtain the required permits from the appropriate departments and submit them to RPCA prior to the rental date. Additional fees may be required. Failure to acquire the required permits will not be reason to refund any fees paid to RPCA.

### CANCELLATION/CHANGE POLICY

- Rentals canceled because of inclement weather are not eligible for a refund, but the Department of Recreation, Parks and Cultural Activities will attempt to reschedule your picnic to an alternate date within the same year.
- A refund of picnic area rental fees are granted, if written request to cancel or change the rental is received 10 business days prior to the date of the event. Refunds are paid to the applicant named on the rental form.
- There are no refunds of rental fees for cancellations, or change of date or location with less than 10 business days notice from the date of the rental.

### VEHICLES AND PARKING

Parking is limited in picnic areas and is available on a first come, first serve basis. Vehicles must be parked in designated paved and gravel areas only and are prohibited on the grass. Buses are prohibited in city parks unless approved by RPCA.

### ATHLETIC FIELDS

Rentals for athletic fields and courts are covered under a separate agreement and may be reserved by completing a field rental form and paying the applicable rental fee. Applications for field permits can be obtained by calling **703.746.5402** or online at **[www.alexandriava.gov/Recreation](http://www.alexandriava.gov/Recreation)**.

### SPECIAL EVENTS

Picnics that are open to the general public or with more than 100 people are classified as "special events". Applications for special events can be obtained by calling **703.746.5418** or online at **[www.alexandriava.gov/Recreation](http://www.alexandriava.gov/Recreation)**.

### DAY OF RENTAL REMINDERS

- The number of persons in the permitted group should not exceed the maximum group size stated on the permit. If the number of persons exceeds the maximum capacity of the permitted picnic shelter/area, the group may be asked to leave the park and no refund will be given.
- The consumption of alcoholic beverages is prohibited unless permitted by the RPCA Director with ABC license approval. Alcohol is limited to beer in kegs and wine.
- Dogs must be on leash and dog owners must clean up.
- All trash must be disposed of in the proper receptacles. Recycling is encouraged.
- Amplification of sound of any kind is prohibited unless permitted by the RPCA Director with Noise Variance Permit. Music is permitted if heard within picnic site only.
- Fires are permitted in park grills only. Barbecue pits for cooking on the ground are prohibited. All fires must be extinguished and ashes placed in designated container or left in the park grill before leaving the site.
- No personal grills permitted without pre-approval.
- No vending or peddling allowed except under authority and regulation of the City.
- No motorized vehicles are allowed on turf areas or walking trails, except authorized vehicles.
- Engaging in any disorderly conduct or behavior tending to breach the public peace is prohibited.
- Prohibited activities in picnic areas include:
  - o Amusement rides including moon bounces, inflatables, dunk tank, carnival rides, pony rides, petting zoos, etc.
  - o Games that involve objects which are thrown or otherwise propelled such as stones, arrows, model airplanes, football, softball, baseball, and soccer.
- All participants must be ready to leave the park thirty minutes prior to the posted park closing hours.
- Failure to comply with the park rules and regulations results in termination of the rental without refund.

# PICNIC AREA RENTALS



## PERMIT FOR RENTAL OF PICNIC AREA

APPLICANT INFORMATION			
Applicant Name:		Date of Application:	
Organization/Company Name:			
Address:		City:	State: Zip:
Home Phone:	Work Phone:	Cell Phone:	
Email Address:			

ACTIVITY/EVENT			
Picnic Area Requests <input type="checkbox"/> Armistead Boothe <input type="checkbox"/> Lee Center <input type="checkbox"/> Ben Brenman <input type="checkbox"/> Old Town Pool <input type="checkbox"/> Chinquapin <input type="checkbox"/> Fort Ward Area # ____ <input type="checkbox"/> Joseph Hensley Park		Date Requested:	Rental to begin at: _____ am / pm
		Estimated Attendance:	Rental to end at: _____ am / pm
Purpose of Event:		Name of group to appear on park sign:	
If organization/business, please check type: <input type="checkbox"/> For Profit <input type="checkbox"/> Non Profit <input type="checkbox"/> City Agency			
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will fees be collected on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any additional equipment you are requesting to bring to the park (some items may require additional permits and fees; staff approval required):			
If access to park is needed prior to rental times please indicate times of delivery and set-up (staff approval required):			

SPECIAL USE PERMITS & FEES	
Are you requesting an ABC permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Must submit \$50 non-refundable processing fee with application and at least 2 weeks lead time to process. Fort Ward and Hensley Park only.</i>	Are you requesting a Noise permit? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please submit application and payment by mail or in person to: Alexandria Recreation, Parks & Cultural Activities, Attention: **Picnic Area Rentals, 1108 Jefferson Street, Alexandria, VA 22314**. Payment via mail must be made by check or money order payable to "City of Alexandria". Payment in person may be made by check, money order, cash, Visa, or MasterCard at Registration & Reservation Office, 1108 Jefferson Street. All fees are due in full at time of application.

The undersigned certifies that he or she has received and is familiar with the rules, regulations and responsibilities as a renter of City facilities, parks and equipment, and that the same will be enforced and honored by the renter or representative of the renting organization. The undersigned further certifies that he or she is legally the authorized representative of the organization and has the legal authority to submit this application and to enter binding contracts on behalf of the group or renting organization. The undersigned acknowledges that issuance of a permit for rental of parks, facilities and recreational equipment is contingent upon approval of this application by the Director or Designees of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit or payment in full is required, if applicable.

**Signature of Applicant:** \_\_\_\_\_

Amount Owed: \$	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Application Signature
Amount Paid: \$      Date:	<input type="checkbox"/> Check/Money Order #		<input type="checkbox"/> Acceptance Acknowledgment
Balance	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash	<input type="checkbox"/> Special Use Permits <input type="checkbox"/> ABC <input type="checkbox"/> Noise
<input type="checkbox"/> Approved <input type="checkbox"/> Denied – Reason:	RPCA Authorized Signature		Should you have a problem on the day of your rental, please call:

# PICNIC AREA RENTALS



## ACCEPTANCE OF PICNIC AREA RENTALS RULES AND REGULATIONS

Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_

Park Reserved: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Please read and initial each line (typed initial OK) to confirm that you are aware of the following:

I \_\_\_\_\_ understand that there is no alcohol consumption permitted in this park, unless permitted and approved by RPCA (Ben Brenman, Fort Ward, Joseph Hensley and Lee Center Parks only).

( \_\_\_\_\_ staff initial if approved)

I \_\_\_\_\_ understand that there is no sound amplification allowed in the park, i.e. no radios, DJ's or musical instruments, unless permitted and approved by RPCA.

( \_\_\_\_\_ staff initial if approved)

I \_\_\_\_\_ acknowledge that I have read and fully understand the refund policy.

I \_\_\_\_\_ hereby acknowledge that I have received and clearly understand the rules and regulations of the above mentioned park and picnic area. I also acknowledge that if I or any members of my party violate the rental agreement my rental permit will be immediately terminated; all monies including deposits (if applicable) will be forfeited; and I will not be allowed to rent another City facility for a minimum of one year.

I \_\_\_\_\_ understand that I am financially responsible for any damages that may be incurred to the picnic grounds.

I \_\_\_\_\_ understand that I am responsible for the enforcement of all rules and regulations of my guests.

I \_\_\_\_\_ also acknowledge that all ABC licenses, additional permits or deposits, if any, must be delivered to **Recreation, Parks and Cultural Activities** at **1108 Jefferson Street, Alexandria, Virginia 22314** no later than \_\_\_\_\_. If any required item is not received by this date, the picnic area rental will automatically be voided, unless approved by RPCA Director or Designee.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Printed form with signature required with payment)*

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please call **703.746.5414**.