

Ashland Park Facility Reservation Form

Requested Facility: ☐ Town Hall Pavilion ☐ Carter Park Picnic Shelter

Requested Date: _____ Second Choice: _____ Requested Time: _____

Name (Person/Organization): _____

Address: _____

Phone Number: _____ Email: _____

Purpose of Rental and Event Description: _____

Estimated number of guests: _____

*** Please review the Pavilion and Picnic Shelter Rules and Regulations before answering the following questions. ***

Will amplified music be played or a sound system used? Yes No

Will alcohol be consumed? Yes No Will alcohol be served/sold? Yes No

Will food be served to the general public? Yes No

Do any roadways need to be closed? Yes No

Will any signs or banners be displayed? Yes No

If yes, please describe the size and design of the signs or banners: _____

Rental Fees:

Facility	Ashland Resident	Ashland Non-Resident
Town Hall Pavilion	\$60	\$80
Carter Park Picnic Shelter	\$45	\$65
Alcohol Serving Fee (ABC Permit Required)	\$25	\$25

Refund Policy:

Reservation refunds are only given in the case of inclement weather that hampers outdoor activities. Reservations may be transferred to other dates if available. Refunds must be requested within one business day before or after the event by emailing the Parks & Recreation Coordinator at erichards@ashlandva.gov or calling 804-798-9219. As of July 1, 2025, a deposit is no longer required and no longer refunded. Costs associated with trash

or litter cleanup and any damages will be billed to the renting party.

Payment Options:

Payment may be made by cash, check, or credit card at Town Hall, Monday-Thursday from 7:30am-6:00pm. Checks may be mailed to Town Hall at 121 Thompson Street, Ashland, VA 23005 or left in the after-hours drop box. Checks should be made out to "Town of Ashland." A fee may apply for any credit card transactions. *Reservations are not confirmed until payment is received.*

Special Events:

Special events or large public gatherings may require an Event Permit. Please refer to the Special Event section of our webpage at www.ashlandva.gov/156/How-Do-I for more information.

Acknowledgment:

In reserving the facility, I confirm I have read the appropriate rules and regulations. I agree to assume the responsibility of having all members of my group adhere to all park rules and regulations. The Town of Ashland is not responsible for any harm or damage that occurs to the user, user's guests, or their property as a result of use of the facility.

Signature: _____ Date: _____

For Internal Use Only:

Staff Initials	
	Form Received
	Payment Remitted
	ABC License (if applicable)
	Post-Event Check