



## **PICNIC SHELTER USE RESERVATION FORM & AGREEMENT**

### **Open to Residents Only**

Circle One:      Municipal Park Shelter      South Lawson Shelter      Messick Point      Two-Tree Park

ORGANIZATION/INDIVIDUAL: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ TIME(S) REQUESTED: \_\_\_\_\_

LIST TYPE OF USE: \_\_\_\_\_

*(Family Picnic/Reunion, Wedding, Party, Non-Commercial Event, Commercial Event, Special Event, Block Party, etc.)*

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

Note: Depending on the type of event listed here, you may be required to fill out the Special Events Application. Will there be any outside vendors/or contactors such as amusements, bounce houses, etc.?

\_\_\_ **YES** \_\_\_ **NO** If yes, please list the vendors on site during the event: \_\_\_\_\_

If Yes: VENDORS/CONTRACTED SERVICES: Each vendor/contractor used at the event on City Property is required to provide a minimum of \$1,000,000 in general liability insurance. Proof of Certificate of Insurance naming "The City of Poquoson" as additionally insured is required of all vendors. These documents must be provided to the Parks and Recreation Office at least 72 hours in advance of your shelter use. No vendor will be approved on City Property until proper documents are received.

### **SEE NEXT PAGE FOR PARK REGULATIONS AND DEFINITIONS**

- My signature, below, indicates that I am authorized to bind the above organization and the members thereof in this agreement for use of the picnic shelter in the City of Poquoson. The organization, the members thereof, and the undersigned shall hold harmless the City of Poquoson for any and all liability for personal injury or damage during the above noted functions(s) to be held at the above requested shelter. It is understood that if an organization is not involved, and that you are an individual hosting this gathering at the shelter and you agree that you, your guests, and all others, not limited to, spectators, volunteers, participants, and any other person associated with the activities above will not hold the City of Poquoson, and/or its staff, liable for any incident related to activities of the facility user.

I have read the above and agree to abide by all city, state, and federal laws. I further agree to abide by all regulations governing the use of the park and its facilities. I understand there is no electrical or water hook-up available at Two Tree, the Municipal or South Lawson Shelter. Portable generators are not permitted unless specifically granted by the City of Poquoson. Portable toilet facilities or restroom facilities are available in limited locations to the shelters.

Additionally, your signature indicates that you and your group will follow the rules listed on Page 2 of this reservation form. Note that the City of Poquoson reserves the right to deny use to any person or group, for any reason, or cancellation due to inclement weather conditions that may warrant doing so.

Signature of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature of PPR Staff: \_\_\_\_\_ DATE: \_\_\_\_\_

## Rules for City of Poquoson Picnic Shelter Use and Parks Policies

We're happy that you have chosen our City picnic shelters for your event. We would appreciate your observation of the following rules and regulations:

**NO ALCOHOLIC BEVERAGES.**

**NO DOGS OR OTHER PETS** without a leash. Please clean up after pets.

**NO CATERED ACTIVITIES.** Catered events are only permitted if the caterer for the event will provide a Certificate of Insurance the City of Poquoson as additionally insured.

**NO UNAUTHORIZED AMPLIFIED MUSIC/ SOUND SYSTEMS.**

**TRASH:** Users are to properly dispose of all trash from their respective event.

For **Municipal Shelter:** A dumpster is located near the baseball field should the site trash cans not be enough for your use.

**VEHICLES** PERMITTED IN DESIGNATED PARKING AREAS ONLY. Guests of the event will not block traffic at any of the locations. All parking should be on asphalt surfaces only.

**NO OVERNIGHT PARKING OR CAMPING ON CITY PROPERTY.**

**NO UNAUTHORIZED EVENTS** (events expected to attract 50 or more people require a special application provided by the City no less than 8 weeks prior to the event. Contact Parks & Rec for details at 757-868-3580.

**NO UNAUTHORIZED COMMERCIAL ACTIVITIES / SALES OF GOODS OR SERVICES** (for profit or non-profit)

**Outside vendors/amusements etc.** If you plan to have any type of these in the park at your event, special insurance is required to do this. Please contact us 15 days in advance of your event to be sure this is set up correctly to have these at the site.

**Electricity** is only available by request at Messick Point.

If you find another group or individual occupying the shelter during your reserved date and time, please nicely inform them that you've made a reservation and present them with the copy of your reservation form. Should there be any dispute, please call Poquoson Police and present them with your reservation form approved from this department.

Updated: August 2026