

FAIRFAX COUNTY PARK AUTHORITY

Reservation Rental Information

12055 Government Center Parkway, Suite 105, Fairfax, VA 22035-5500

Office Hours: Monday - Friday 9:00 a.m.- 4:00 p.m. Picnic Line: 703-324-8732 Fax: 703-653-6672

Website: fairfaxcounty.gov/parks/picnics Email: FCPAPicnics@fairfaxcounty.gov



Thank you for your interest in our parks! Prior to booking any reservable areas, we recommend that your group representative visit the park facility, check our listings, maps, and amenities on our [Website](#), review [Frequently Asked Questions](#), [Picnic Area Rules](#), or contact the Picnic Department by phone 703-324-8732 or email FCPAPicnics@fairfaxcounty.gov with any questions or concerns. Rentals booked online through [Parktakes Online](#) will be issued a sales receipt/rental permit immediately. Additional processing time may be needed for groups requesting Other Entertainment, Sports Bags, Volleyball Court Rentals, Park Use Permits, Business Activity Licenses, Walks/Run Use, or Field Rentals. Reservation requests submitted by any other method may take up to 3-5 business days to process or longer depending on volume of requests. The Picnic Department stops accepting reservation requests for the upcoming weekend on Thursdays at 4:00 p.m. or 2 business days prior to the rental date; requests sent after this time will not be considered. Any rental facilities not booked will become first come, first serve. Reservations are not considered valid until payment has been processed and a sales receipt/rental permit has been issued via email. **Event plans should not be finalized until you receive the sales receipt/rental permit.** Please read the permit in its entirety as it contains important information. If there are any questions regarding your reservation or request, please have the group representative listed the picnic office for assistance.

Payments: We accept debit/credit cards, checks, money orders, and cash (in person only). Select facilities up to 10 days in advance may be booked through [Parktakes Online](#). If you are paying by credit card, please fax your completed application to 703-653-6672, if you do not have access to a fax machine please email in your [application](#) or fill out the [web form](#) (We **DO NOT** recommend sending credit card information via email or web form, once received we will call to confirm availability and collect payment). If paying by check or money order, mail or drop off your application to FCPA Picnics 12055 Government Center Parkway, Suite 105, Fairfax, VA 22035 (We **DO NOT** recommend sending cash via mail). If you plan to make a reservation in person, visit our office during business hours, Monday - Friday 9:00 a.m.- 4:00 p.m. Picnic Department Staff are not available after hours or on site, all payments must be completed at least 2 business days in advance of the booking. We **DO NOT** accept reservations over the phone.

Special Use Permit: *Additional Fee: \$25 per approved extra*

A Special Use Permit is required for each approved entertainment/amusement such as: moon bounces, amplified sound, pony rides, face painters, magician, clowns, or other paid vendor providing services on site; some parks do not allow any or all these features. Please indicate special requests on your picnic application. Other Entertainment or Special Requests may need additional management approval (request review period is typically 3-5 business days). Event plans should not be finalized until you receive the other entertainment permission. If your request is approved, the Special Use Permit fee is nonrefundable. If the request is denied, the Picnic Department will contact you and you will not be charged the additional fee. Entertainment or Amusement vendors will need to be contracted independently. Electricity is not provided at all locations.

Private Group Food Vendor Permit (Food Truck): *Additional Fee: \$50 per Private Group Food Truck Permit*

A Private Group Food Truck Permit is required for each food truck vending on Fairfax County Park Authority property in conjunction with a picnic permit. This is only to be used if the food truck is not selling to the public and is reserved for your group's use only. Please note this request on your picnic permit application. We will contact you if your request is approved. Please be aware, if your request is approved, the Private Group Food Truck Permit fee is nonrefundable. If the request is denied, the Picnic Department will contact you and you will not be charged the additional fee. Food Truck vendors will need to be contracted independently.

Volleyball Court Rental: *Additional Fee: \$30 per full hour booked with a facility reservation; \$35 per full hour without a facility reservation.*

Volleyball courts are located at: Burke Lake (4), Eakin Community (2), Lake Accotink (1), Franconia (2), Mount Eagle (1), Nottoway Park (1), and Stratton Woods (1).

Sports Equipment Bag Rental: *Additional Fee: \$25 per bag*

Depending on the location of the facility rental the bag may include sporting equipment such as a soccer ball, bocce ball set, basketball, volleyball, frisbees, cones, and football. Sports equipment bags are available at: Burke Lake, Lake Accotink, and Lake Fairfax, you must book in advance of your arrival at the site. You may pick up the Sports Equipment bag at the Information Center/Park Office of your rental site after 9am and return the bag and all equipment at least one hour before sunset indicated on your rental permit/sales receipt.

Cancellation/Change Policy:

Cancellations and/or Changes to issued sales receipts/rental permits requested more than 14 days before the event will incur a \$25 processing fee.

Changes to the reservation are not allowed within 14 days of the event.

Cancellations requested within 14 days of the event are not eligible for a refund.

Inclement Weather Policy:

Amphitheater, canopy, gazebo, picnic area, or volleyball court rental reservations impacted by inclement weather, you have 48 hours after the start time of your event to email FCPAPicnics@fairfaxcounty.gov to request a refund.

Picnic shelter reservations are not refundable due to inclement weather, such as rain or sprinkling. If your shelter reservation is impacted by a severe inclement weather alert that is issued and you are unable to use the rental area, you have 48 hours after the start time of your event to email FCPAPicnics@fairfaxcounty.gov to request a refund.

Full or partial refunds/credits are not guaranteed. Refund requests will not be accepted after the 48-hour period.

Park Use Permit: *Additional Fees: \$25 per Park Use Permit ***

The Fairfax County Park Authority manages over 420 parks across the county; most of them do not accept reservations. If your group is larger than 75 people and you are interested in hosting an event at a park that does not accept reservations, you will need to apply for a Park Use Permit. If your group is less than 75 people, there is no need to obtain a permit to gather within a shared space at a non-reservable site. If you are unable to locate the park you are interested in on our picnic website, it may not be reservable. For more information see the Picnic Locator: fairfaxcounty.gov/parks/picnics, or to apply for a non-reservable site, please visit: fairfaxcounty.gov/parks/permits.

Business Activity License: *Additional Fee: \$75 per Business Activity License or 15% of gross proceeds, whichever amount is greater ***

Group must obtain a separate Business Activity License to use Park Authority property and/or facilities for activities conducted for, or resulting in, revenue generation or fund raising. Groups involved in such activities will be responsible for paying a fee of \$75 or 15% of gross proceeds, whichever amount is greater, payable to the Park Authority. For more information, or to apply, please visit: fairfaxcounty.gov/parks/permits.

Group Walk/Run Use fee: *Additional Fees: 25-99 people - \$50, 100-249 people - \$100, 250-499 people - \$200 ***

Group Walk/Run trail use fees apply to an activity on trails, parts of trails, or park paths, whether or not the event begins or ends on park property. These fees are not charged for school cross county practices, but are applicable to all cross country meets held on park property. These fees are in addition to any other applicable fees. For more information, or to apply, please visit: fairfaxcounty.gov/parks/permits.

Athletic Fields: *Additional Fees: \$50/hour for grass field, \$100/hour for synthetic field, \$25/hour if lights are needed ***

Picnic reservations do not include priority use of the athletic fields; however, athletic fields can be requested for group use reservations separately. For athletic field rentals Monday through Friday, 9:00 a.m.- 4:30 p.m., please visit: fairfaxcounty.gov/parks/permits. For evening and weekend rentals, please call 703-324-5533 or visit: fairfaxcounty.gov/neighborhood-community-services.

Fairfax County Park Foundation Donation:

The Fairfax County Park Foundation supports the Fairfax County Park Authority by raising private funds, obtaining grants and creating partnerships that supplement tax dollars to meet community needs for park land, facilities and services. Donations of \$10 or more will receive written confirmation of tax-deductible contribution from the Fairfax County Park Foundation. *You may include a donation if you choose to on the indicated line.*

Rules and Regulations:

- The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents, or employees.
- Group is responsible for adhering to all Fairfax County -Park Authority policies, rules, and regulations. For more information, please visit the website at: fairfaxcounty.gov/parks/rules/picnic-areas. The supervising adult listed on the group representative section on the application must be present for the duration of the event. The group representative will be responsible for the adherence of county policies during the entirety of the event and will also be held responsible for any damage to park property and any injury resulting from inadequate compliance to county rules and regulations.
- An approved sales receipt/rental permit must be available during the event. Sales receipts/rental permits are issued upon full payment and approval of a rental application. Your sales receipt/rental permit reserves only the portion of the park for the date and time indicated on your sales receipt. Permit holder acknowledges that the rental facility is in a public park and, therefore, subject to inconveniences due to the public nature of the grounds surrounding the rental area. Bathrooms, playgrounds, other amenities, or rental areas/times not listed on the sales receipt are not included in your reservation and must remain open for public use. Site must be vacated by time specified on receipt. All FCPA parks close at sunset. Sunset may range from 4:30 p.m. – 8:00 p.m. depending on the time of year.
- Moon bounces, inflatables, dunk tanks, carnival rides, pony rides, petting zoos, DJs, live bands, and other amplified sound systems are not permitted in Fairfax County Parks without separate approval. Approval is determined on a case-by-case basis by park management. If the request is approved, details of approved activities will be indicated on the picnic permit. Activities listed as “Checked” are approved and activities listed as “Unchecked” are not approved. If the activity is not listed on your permit, it is not approved. Requests are not guaranteed.
- The following activities require the express written approval of the Park Authority:
 - Conducting camps, fairs, exhibitions, rallies, races, walks, athletic league games or practices, and other organized events.
 - Construction of tents, canopies, inflatable amusements, or other temporary structures
 - Sale of food, beverages, other goods, or services.
 - Charging of fees for any activities or services.
- The use of tape, glue, nails, tacks, screws, staples, paint, chalk, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters or tables, trees, sidewalks, or other surfaces are prohibited. All trash is to be bagged and placed in the nearest trash can or dumpster or removed from the park.
- Special Events, Gender Reveals, Memorial Services, Birthday Parties, etc. are allowed in the parks as long as they do not contain the following or similar elements; animal releases, sky/floating lanterns, projectiles, arrows, darts, slingshots, rockets, balloons releases/popping, water balloons, confetti, glitter, powder cannon, loose powder dyes, pinatas, paint, silly string, smoke bombs, incendiary devices, fireworks, open flames, bonfires, fire pits/rings, outdoor propane heaters, etc. A Damage or Clean-Up fee may be collected if the reservable site is damaged or left unclean.
- Use of alcohol in Fairfax County parks without appropriate permits and approved agreements is against the law. Alcohol Beverage Use Information can be found at: fairfaxcounty.gov/parks/alcohol-policy/faqs. Submit the application to FCPAPicnics@fairfaxcounty.gov with your application or after you book online – please be aware not all locations allow alcohol beverage use.
- Picnic reservations do not guarantee parking. Vehicles must park in designated lots; parking is not allowed on the grass. All food and picnic supplies must be carried or transported by handcart to the picnic facility. We recommend arriving as early as possible.
- On weekends and holidays all non-county vehicles are subject to a park entrance fee at Burke Lake Park. fairfaxcounty.gov/parks/burke-lake/entrance-fees
- Fairfax County Park Authority does not provide security for the activity. If there is someone occupying your rental space, present the permit to them and ask them to vacate. If you need further assistance at staffed sites, please contact the site staff. At sites that do not have staff, please contact the Fairfax County Police by calling the non-emergency phone number 703-691-2131.
- Maintaining capacity controls is vital for patron safety. In the case that a group exceeds maximum capacity at any reservable area within the county, park staff may be forced to require noncompliant groups to leave the park. Refunds are not granted for reservation capacity limit violations. Additional fees may apply. Area capacities can be found online at: fairfaxcounty.gov/parks/picnics
- The reserved facility is subject to inspection at any time by authorized Park Authority representatives to assure compliance with applicable Park Authority Regulations and Rules. Violation of any rule or condition of the permit may be cause for immediate revocation of the permit, loss of permit privileges, and forfeitures of any fees paid for the permit.



Fairfax County Park Authority - Picnic Permit Application

Return to FCPA Picnics Department

Mail or Walk In: FCPA Picnics Department, 12055 Government Center Parkway, Suite 105, Fairfax, VA 22035-5500

Office Hours: Monday-Friday 9:00 a.m.- 4:00 p.m. Picnic Line: 703-324-8732 Fax: 703-653-6672

Website: www.fairfaxcounty.gov/parks/picnics Email: FCPAPicnics@fairfaxcounty.gov

CONTACT INFORMATION

Group Representative Name:		Organization/Company Name:	
Address:		City:	State:
		Personal Address Org./Company Address	
Primary Phone Number:		Secondary Phone Number:	
E-Mail Address:			

EVENT INFORMATION

Park & Facility:			
Event Date:		Start Time:	End Time:
Description of event:	Ceremony	Corporate Event	Party
			Picnic
			Other:
Maximum Attendance*:	<small>*Cannot exceed capacity of area</small>		How will the event be advertised?
Add volleyball court rental? (See page 1)	NO	YES	Time In: Time Out:
Add sports equipment bag rental? (See page 1)	NO	YES	Only at: Burke Lake, Lake Accotink and Lake Fairfax.

SPECIAL USE PERMIT

Requests may need additional management approval. \$25 fee per request is **nonrefundable** and applicable only for each approved request (not applicable for all facilities)

Would you like to have a moon bounce or inflatable?	NO	YES*	*Quantity:	*Dimensions:
Would you like to have amplified sound?	NO	YES*	*Hours:	*Use:
Would you like to have other entertainment/amusements?	NO	YES*	*Describe:	

PRIVATE GROUP FOOD TRUCK VENDOR

Requests may need additional management approval; \$50 fee per truck is a **nonrefundable** fee and applicable only if approved (not applicable for all facilities)

Would you like to have a food truck?	NO	YES*	*Type of Food:
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BUSINESS ACTIVITY LICENSE

Would you like to sell items or raise money for your event? Regardless of time or location of the fee collection.	NO	YES**	**You may need a Business Activity License , staff will contact you. There may be additional fees involved. (See page 2)
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GROUP WALK/RUN USE

Would you like to host a walk, run, or use a park trail?	NO	YES**	**You may need a Park Use Permit , staff will contact you. There may be additional fees involved. (See page 2)
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FEES

Shelter/Picnic Area/Canopy/Amphitheater Rental	Fees vary – Rates can be found on the Picnic Website	= Fee Due:
Volleyball Court Rental	\$30/hr. with picnic rental OR \$35/hr. without picnic rental	= Fee Due:
Special Use Permit or Sports Bag Rental	\$25 per request	= Fee Due:
Private Group Food Truck Vendor Permit	\$50 per truck	= Fee Due:
Fairfax County Park Foundation Donation	See page 2 for details (Optional)	= Donation:

**Additional fees may apply for Park Use Permits, Business Activity License, Walk/Run, or Field Use.

Total Picnic Fees Due:

RULES & REGULATIONS

The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents, all employees, and volunteers from any and all claims for bodily injury, and personal injury, and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees. Group is responsible for abiding by all FCPA policies, rules and regulations.

Group Representative Signature:	Date of Signature:
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PAYMENT INFORMATION

Please do not email credit card information (you will be contacted by staff once the application is received); only send credit card information via fax.

Payment Type: Check, Money Order, Cash, or Debit/Credit Card	Card Number:	Exp. Date:
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