

FAIRFAX COUNTY PARK AUTHORITY PICNIC PERMIT APPLICATION

Park Requested: _____ Date(s) Requested: _____

Specific Area(s) Requested _____ Time In: _____ Time Out: _____

Description of Event: _____ How will event be advertised? _____

Number of Participants: _____ * **Number of Participants cannot exceed the capacity of reservable area.**

Group Name: _____

Group Representative's Name _____

Group Representative's Address: _____

**Picnic Permit will be mailed along with the payment receipt. Please list the address where you wish to have the permit mailed.*

Telephone: (h) _____ (w) _____ (cell) _____ (fax) _____

Email Address: _____

A Picnic Permit will be issued to one adult who will become the group representative through the entire event. All contact between the group and park staff shall be handled by the group representative.

Moon Bounces, Inflatables, Dunk Tanks, Carnival Rides, Pony Rides, Petting Zoos, DJs, Bands, and other amplified sound systems are NOT ALLOWED without a separate Park Use Permit along with \$25 application fee. Application: <http://www.fairfaxcounty.gov/parks/FCPAPermitApplication.pdf>. Approval is determined on a case by case basis by park management. If the request is approved, a Park Use Permit will be issued along with your picnic permit.

Group is responsible for adhering to all Park Authority policies, rules, and regulations. Please read carefully and completely the following questions and rules pertaining to picnic rentals:

Yes No Will you be using a caterer, clown, magician, micro phone, mega phone for announcements or acoustic music? If yes please list what you will be using. _____

Park Policy Manual: Appendix 7: Regulation 1.01 Amplified Sound – No person shall operate in a park, in a manner audible to others, any device designed to produce, reproduce or amplify sound without the express written permission of the Park Authority

Yes No Will you need to reserve an amphitheater? Amphitheaters are located at Burke Lake, Ellanor C Lawrence, Lee District and Mason District.

Yes No Will your amphitheater reservation require the electricity being turned on?

Yes No Are you requesting any additional provisions or special requests for your reservation?

If yes please explain: _____

All additional provisions or special requests must have park staff approval.

Yes No Will you need to reserve a volleyball court? Volleyball courts are located at Burke Lake, Lake Accotink, Lee District, Nottoway, and Riverbend. The fee is \$10 per hour when you have reserved a picnic area. The fee is \$15 an hour with no picnic reservation.

Rental Time: From: _____ To: _____

Yes No Will you need to rent a Sports Equipment Bag? Sports Equipment Bags are available at Brookfield Park, Burke Lake, Frying Pan, Lake Accotink, Lake Fairfax, Lee District, and Riverbend Park. The rental fee is \$25.

Yes No Will you use the Park Authority property and or facilities for the purpose of, or resulting in, generating revenue or raising funds? Such activities are subject to paying the Park Authority a fee of \$50 or 15% of the gross receipts (which ever is greater).

Yes No Will your group need to post signs for your event? Signage may not be nailed, stapled, etc. to trees, signs, or buildings.

- Alcoholic beverages are prohibited.
- Picnic reservations do not include reserved parking, ball fields, or other park amenities. To reserve a ball field please call 703-324-5533.
- A Damage/Clean-Up fee may be collected if the reservable site is damaged or left unclean.
- Entrance fees for Non-County Residents apply at Burke Lake Park on weekends and holidays from the beginning of April through the end of October.
- Any cancellations, with a minimum of 10 working days notice shall be granted a refund, less a \$25 cancellation fee. **No cancellations will be granted within 10 days of your rental.**
- The change fee will be \$25 for all reservation changes. There is no charge for changes made more than 30 working days in advance of the rental date. **No changes will be allowed within 10 days of your rental.**
- For inclement weather, you will be granted a refund for **uncovered picnic areas only!** Cancellations due to inclement weather call 703-324-8732 the day of the event and leave a message.
- PICNIC SHELTER, CANOPY, AND GAZEBO RESERVATIONS ARE NOT REFUNDABLE DUE TO INCLEMENT WEATHER.
- The user hereby agrees to indemnify and hold harmless 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 costs of investigation, all expenses of litigation including reasonable attorney fees, and the costs of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees.

Payment in full must be received with the picnic application to receive a Picnic Permit. No reservation is considered valid until a Picnic Permit has been issued. Event plans should not be finalized until you receive the picnic permit. Once we receive your application and payment a permit will be mailed and should be received in 5-7 working days.

Reservation Fee: _____ Total Amount Due _____

Payment Method: MasterCard Visa Check (check # _____) Money Order Cash

Credit Card#: _____ Exp Date: _____

Signature: _____ Check Enclosed: \$ _____ Made Payable to FCPA

Group Representative Signature: _____ Date: _____

Please return completed application and payment to:
Mail to: FCPA Park Services Division-Picnic Coordinator
12055 Government Center Parkway, Suite 927, Fairfax, Va. 22035
Fax Number: 703-631-2004
Picnic Reservation Telephone: 703-324-8732, Monday Friday 8:00am-4:30pm
Email: FCPAPicnicApplications@fairfaxcounty.gov

For information regarding access for disabilities, call 703-324-8563 (Voice) or 703-324-3988 (T)

Revised 01/4/11