

FAIRFAX COUNTY PARK AUTHORITY

Picnic Permit Application



12055 Government Center Parkway, Suite 425, Fairfax, VA 22035-5500
703-324-8732 Monday-Friday 8:00am-4:00pm/Fax: 703-653-6672

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

Due to the volume of applications, please allow 3-5 business days for your application and payment to be processed. Once your application and full payment are processed, you will be emailed a Picnic Permit. It is important to note that no reservation is considered valid until a picnic permit has been issued, therefore, event plans should not be finalized until receipt of the permit. If there are any questions about application/payment you will be contacted.

Payments:

If paying by Credit Card, please fax information to: 703-653-6672. If paying by check, please mail to: 12055 Government Center Parkway., Suite 927 Fairfax, VA 22035.

Athletic Fields:

Picnic reservations do not include reserved parking, athletic fields, or other park amenities. Athletic fields can be requested for group use. For athletic field rental times Mon–Fri, 9 a.m.-4:30 p.m., call 703-324-8516 or visit www.fairfaxcounty.gov/parks/wp-parkusepermit. For use at other times, call 703-324-5533 or visit www.fairfaxcounty.gov/ncs/.

Cancellation/Change policy:

Prior to selecting and reserving any picnic area, canopy, gazebo shelter, or amphitheater we recommend that your group representative visit the park facility in advance. Once areas are reserved and paid for any changes will involve a change or cancellation fee, or possibly a forfeited fee. For more information about changing or cancelling a reservation, please see the change/cancellation policy section below.

- **Covered areas - Picnic shelter, canopy, and gazebo - reservations are not refundable due to inclement weather.**
- Cancellations/Changes requested more than 10 days before the event will incur a \$25 processing fee.
- Cancellations/Changes to the reservation are not allowed within 10 days of the event.
- If your **uncovered picnic area** reservation is impacted by inclement weather, call the picnic reservation line at 703-324-8732 within 48 hours of your event start time and request an inclement weather refund. Refund requests made after 48 hours of your event start time will not be permitted.

Special Use Permit: Fee: \$25 per Special Use permit application

One application and fee due per park, regardless of the number of features requested.

A Special Use Permit is required for attractions such as moon bounces, carnival rides, laser tag, pony rides, or large group trail use at your event. Please note these special request items on your picnic application, include your \$25 payment and we will contact you if your request is granted or denied by the park management. Please be aware, if approved this is a nonrefundable fee. If your request is denied, you will not be charged \$25.

Volleyball Court Rental: Fee: \$10 per hour with reserved area; \$15 per hour without a reservation.

Volleyball courts are located at Burke Lake, Lake Accotink, Nottoway, and Stratton Woods. Volleyballs are not included in the rental fee.

Sports Equipment Bag Rental: Fee: \$25

Sports Equipment Bags are available at Burke Lake, Frying Pan, Lake Accotink, Lake Fairfax, & Riverbend Parks.

Business Activity License: Fees: \$50 per Business Activity License application

The group must obtain a separate Business Activity License to use Park Authority property and/or facilities for activities conducted for the purpose of, or resulting in revenue generation or fund raising. Groups involved in such activities will be responsible for paying a fee of \$50 or 15% of gross proceeds, whichever amount is greater, payable to the Park Authority. For more information or to apply, visit <http://www.fairfaxcounty.gov/parks/wp-parkusepermit.htm>

Rules and Regulations

All trash is to be bagged and placed in the nearest trash dumpster. A Damage/Clean-Up fee may be collected if the reservable site is damaged or left unclean.

On weekends and holidays all non-county vehicles are subject to a park entrance fee at Burke Lake Park.

Picnic reservations do not include parking and parking is not allowed on the grass. All food and picnic supplies must be carried or hand-carted to the picnic facility.

Alcoholic beverages are prohibited.

The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Paint, tacks, screws, nails, or other fasteners are not allowed on trees. Paint and chalk marks are not allowed on sidewalks or other surfaces.

Your reservation permit only reserves the portion of the park indicated on the "SPECIFIC AREA RESERVED" section. Areas not listed on the "SPECIFIC AREA RESERVED" section are not included in your reservation and must remain open for first come first served public use.

The supervising adult listed on the group representative section on the application will be considered the contact person for the duration of the event. The group representative will be responsible for the adherence to 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.

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.

Moon Bounces, Inflatables, Dunk Tanks, Carnival Rides, Pony Rides, Petting Zoos, DJs, 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.

Violation of any rule or condition of the permit is cause for immediate revocation of the permit, loss of permit privileges, and forfeitures of any fees paid for the permit.

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.

Site must be vacated by time specified on permit but not later than dusk unless otherwise stated on the permit.

The Park Authority does not provide security for the activity.

A refundable Damage/Clean-Up Deposit may be collected in order to ensure the sustainability of park grounds and facilities for visitors.

The following activities require the express written approval of the Park Authority:

- Operation of special amusements such as carnival rides, pony rides, dunk tanks, etc.
- 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.

Group must obtain a separate Business Activity License to use 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 gross receipts (whichever is greater). For more information on additional activities or to obtain a permit, please visit the website at: <http://www.fairfaxcounty.gov/parks/wp-parkusepermit.htm>

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 Police thru the non-emergency phone number 703-691-2131.

**Fairfax County Park Authority
Picnic Permit Application**
FCPA Park Services Division-Picnic Coordinator
12055 Government Center Parkway, Suite 425, Fairfax, VA 22035
Phone (703) 324-8732 Monday-Friday 8:00am-4:00pm / Fax (703) 653-6672
Email: FCPAPicnicApplications@fairfaxcounty.gov

Member Number

(Office Use)

APPLICATION INFORMATION

Name: _____ Organization/Company Name: _____
Include first and last name; Initials will be shown on calendar if date requested is available

Complete Mailing Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-Mail: _____ Can we e-mail the completed permit to you? YES NO

ACTIVITY / EVENT DETAILS

Park: _____ Specific Area Requested: _____

Event Date: _____ Start Time: _____ End Time: _____

Description of event: _____

Maximum Attendance: _____ Is this a company activity? YES NO
 Cannot exceed capacity of reservable area How will your event be advertised?

Will you need to reserve a volleyball court? YES NO Available at: Burke Lake, Lake Accotink, Nottoway, Stratton Woods
Time In: _____ **Time Out:** _____

Will you need to rent a sports equipment bag? YES NO Available at: Burke Lake, Frying Pan, Lake Accotink, Lake Fairfax, Riverbend

SPECIAL USE PERMIT - \$25

Provisions or special requests must have additional management approval; fee is applicable only if approved.

Will you have a Moon Bounce or inflatable? YES NO If yes, how many?

Will there be amplified sound? YES NO If yes, explain and identify hours of use: _____

Other entertainment/amusements: _____

Will anyone be charging fees or collecting money for the event (either before or during)? YES NO If yes, you require a Business Activity License, a staff member will contact you. There may be additional fees involved.

F E E S

Shelter/Picnic Area Rental		= Fee Due: \$
Volleyball Court Rental	\$10/hr Court rental fee with a picnic rental \$15/hr Court rental fee without a picnic rental	= Fee Due: \$
Sports Bag Rental	\$25 Includes varies sports items	= Fee Due: \$
Non Refundable Special Use Permit Fee	\$25 For moon bounces, amplified sound or other amusements	= Fee Due: \$

Total 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. (<http://www.fairfaxcounty.gov/parks/rules/picnic.htm>)

_____ (initials) I, _____, is responsible for adhering to all Park Authority policies, [rules](#), and regulations.

PAYMENT INFORMATION

Please do not email credit card information, use fax only

Payment Method: Check Visa MasterCard Date: _____

Card Number: _____ Expiration Date: _____

Group Representative Signature: _____