

FAIRFAX COUNTY PARK AUTHORITY

Picnic Permit Application Information

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

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

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



Thank you for your interest in our parks! Application requests take up to 3-5 business days to process or longer depending on volume of requests. The Picnic Department stops accepting applications for the upcoming weekend on Thursdays at 4pm; applications sent after this time will not be considered. Reservations are not considered valid until a Picnic Permit has been issued. **Event plans should not be finalized until you receive the Picnic Permit.** Prior to selecting and reserving any reservable area, we recommend that your group representative visit the park facility. Once the processing and payment procedures are completed, you will receive a permit via email. Please read the permit in its entirety as it contains important information. If there are any questions regarding your reservation request, please have the group representative listed on the application form contact the picnic office for assistance.

Payments:

We accept Visa, MasterCard, Discover, checks, money orders, and cash. 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. If paying by check or money order, please mail or drop off your application to FCPA Picnics 12055 Government Center Parkway, Suite 105, Fairfax, VA 22035. If you plan to pay with cash, please visit our office during business hours, Monday - Friday 9:00 a.m. - 4:00 p.m. ***DO NOT send credit card information via email. We DO NOT recommend sending cash via mail. We DO NOT accept reservations over the phone.***

Cancellation/Change Policy:

Cancellations/Changes to issued 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:

Picnic shelter and gazebo reservations are not refundable due to inclement weather. If your uncovered picnic area reservation is impacted by inclement weather, you have 48 hours after the start time of your event to call 703-324-8732 and leave a message or email FCPAPicnics@fairfaxcounty.gov to request a refund. Refund requests will not be allowed after the 48-hour period.

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, DJs, pony rides, face painters, etc. Please note special requests on your picnic application. 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.

Volleyball Court Rental: Additional Fee: \$25 per hour in combination with a reservation; \$30 per hour without a facility reservation. Volleyball courts are located at: Burke Lake, Lake Accotink, Lee District, Mount Eagle, and Nottoway Park.

Sports Equipment Bag Rental: Additional Fee: \$25

Sports equipment bags are available at: Burke Lake, Lake Accotink & Lake Fairfax, book in advance of your arrival at the site. You may pick up the Sports Equipment bag at the Information Center of your rental site. (Available April 1 – November 1)

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 food trucks 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. Please note this request on your picnic permit application and include a \$50 payment. We will contact you if your request is approved or denied by park management. Please be aware, if your request is approved, the Private Group Food Truck Permit fee is nonrefundable. If your request is denied, you will not be charged the additional fee.

Business Activity License: Additional Fee: \$75 per Business Activity License**

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: www.fairfaxcounty.gov/parks/permits. *****B.A.L. fee \$75 or 15% of gross proceeds, whichever amount is greater.***

Park Use Permit: Additional Fee: \$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 on our homepage, or to apply, please visit: www.fairfaxcounty.gov/parks/permits.

Athletic Fields:

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:

- Group is responsible for adhering to all Park Authority Policies, Rules and Regulations. For more information, please visit the website at: www.fairfaxcounty.gov/parks/rules. 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.
- 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. 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.
- All trash is to be bagged and placed in the nearest trash dumpster. The releasing of balloons is not allowed. Decorative balloons must be deflated and disposed of as trash. 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. Additional fees may apply. Alcohol Beverage Use Information can be found at: www.fairfaxcounty.gov/parks/alcohol-policy/faqs
- 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.
- The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters or tables 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 receipt only reserves the portion of the park indicated on your purchase receipt. Areas not listed on the purchase receipt are not included in your reservation and must remain open for public use.
- 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
- Site must be vacated by time specified on receipt. All FCPA parks close at sunset.
- The Park Authority does not provide security for the activity.
- 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.
- 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.
- On weekends and holidays all non-county vehicles are subject to a park entrance fee at Burke Lake Park.
- 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.
- 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 thru the non-emergency phone number 703-691-2131.



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

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Book Online: <https://fairfax.usdirect.com/FairfaxFCPAWeb/Facilities/AdvanceSearch.aspx>

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*:		How will the event be advertised?	
<small>*Cannot exceed capacity of area</small>			
Add volleyball court rental? Fee is per hour rented. <small>Only at: Burke Lake, Lake Accotink, Lee District, Mount Eagle, and Nottoway Park.</small>		NO	YES Time In: Time Out:
Add sports equipment bag rental?		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:
Other entertainment/amusements (e.g. face painter, pony rides):				

PRIVATE GROUP FOOD TRUCK VENDOR

Requests may need additional management approval; \$50 fee 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? <i>Regardless of time or location of the fee collection.</i>	NO	YES*	*You may need a Business Activity License , staff will contact you. There may be additional fees involved. (See page 1)
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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	\$25/hr. with picnic rental OR \$30/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	= Fee Due:
Fairfax County Park Foundation Donation	See page 2 for details (Optional)	= Donation:

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.

____ (initials) I, _____, am responsible for adhering to, and enforcing, all Park Authority policies, rules, and regulations.

PAYMENT INFORMATION

Please do not email credit card information; only send credit card information via fax.

Group Representative Signature:

Date of Signature:

Payment Type: Check, Money Order, or Cash

Card Number: Visa, MasterCard, or Discover

Expiration Date:

Staff Use Only: Fax Email Mail Walk In Web Booking Date Time