



RECREATION, PARKS & CULTURAL ACTIVITIES PICNIC AREA RESERVATION INFORMATION

The Department of Recreation, Parks & Cultural Activities (RPCA) manages several picnic areas within the City of Alexandria. **Picnic reservations are for City of Alexandria residents only.** Permitting for picnic areas begins March 1 each year and ends on October 1; with picnic reservations occurring April 1 to October 31. All picnic sites are reserved in 4 hour blocks of time: 10am to 2pm & 3pm to 7pm. Prices are \$190 per 4 hours for sheltered areas, and \$75 per 4 hours for non-sheltered areas.

PICNIC AREAS

Armistead L. Boothe Park **520 Cameron Station Boulevard** **Alexandria, Virginia 22304**

Boothe Park is located beside the Samuel Tucker Elementary School. The park includes basketball and tennis courts, playground, and restrooms. The picnic shelter can accommodate up to 100 people, and includes 1 grill. No alcohol or sound amplification permitted at this park.

Ben Brenman Park **4800 Brenman Park Drive** **Alexandria, VA 22304**

Ben Brenman is located on the City's west end. The park includes a scenic lake, baseball, softball, and soccer fields, sand volleyball courts, dog exercise areas, playground, and restrooms. The picnic shelter can accommodate up to 100 people, and includes 2 grills. No alcohol or sound amplification permitted at this park.

Chinquapin Park **3200 King Street** **Alexandria, VA 22302**

Chinquapin Park is located behind T.C. Williams High School and adjacent to Chinquapin Park Recreation Center. The park includes a playground, soccer fields, basketball, tennis, and volleyball courts, a community garden, and a nature trail. The picnic shelter can accommodate up to 100 people, and includes 2 grills. There are no bathrooms in the park. No alcohol or sound amplification is permitted at this park.

Fort Ward Park **4301 West Braddock Road** **Alexandria, Virginia 22302**

Fort Ward is a preserved Civil War fort in the north-west sector of the City. The park includes a museum, amphitheater, playground, historical areas, and restrooms. Alcohol may be permitted at this park with Director approval and ABC license. Sound amplification is not permitted at this park. The five picnic areas available to be reserved are:

-**Area 1:** includes seating (non-sheltered) for 25 people and 1 grill.

-**Area 2:** includes a shelter that can accommodate 100 people and 1 grill.

-**Area 3:** includes seating (non-sheltered) for 25 people and 1 grill.

-**Area 4:** includes seating (non-sheltered) for 50 people and 1 grill.

-**Area 5:** includes seating (non-sheltered) for 50 people and 1 grill.

Joseph Hensley Park **4200 Eisenhower Avenue** **Alexandria, VA 22304**

Hensley Park is located within walking distance of the Northern Virginia Regional Park Authority Cameron Run wave pool, batting cages, and miniature golf course. The park includes baseball and soccer fields, and restrooms. The picnic shelter can accommodate up to 100 people, and includes 2 grills. Alcohol and sound amplification may be permitted at this park with Director approval and ABC license.

PICNIC RESERVATION RULES AND FAQ:

APPLICANTS

The applicant or group organization must reside or be located within the Alexandria city limits and must lie in one of the following zip codes to reserve picnic areas:

| | | | |
|-------|-------|--------|--------|
| 22301 | 22304 | 22311* | 22314 |
| 22302 | 22305 | 22312* | 22206* |

**Zip Code Information - Some addresses in 22311 and 22312 are actually in Fairfax County. Some 22206 addresses are in Arlington County.*

Post Office Boxes (PO) will not be considered for residency purposes.

Proof of residence must be verified prior to rental approval. Acceptable forms of identification to verify City residency include:

1. Current Virginia driver's license with a current utility bill; or
2. Current picture ID along with a current lease, City issued document or utility bill; or
3. Current Alexandria School ID (students) and verification of parent's residency.

ATHLETIC FIELDS

Reservations for athletic fields and courts are covered under a separate agreement and may be reserved by completing a field reservation form and paying the applicable reservation fee. Applications for field permits can be obtained by calling 703.746.5402 or online at www.alexandriava.gov/recreation.

SPECIAL EVENTS

Picnics that are open to the general public or with more than 100 people are classified as "special events". Applications for special events can be obtained by calling 703.746.5418 or online at www.alexandriava.gov/recreation.

VEHICLES AND PARKING

Parking is limited in picnic areas and is available on a first come, first serve basis. Vehicles must be parked in designated paved and gravel areas only and are prohibited on the grass. Buses are prohibited in city parks unless approved by RPCA.

CANCELLATION/CHANGE POLICY

- Reservations canceled because of inclement weather are not eligible for a refund, but the Department of Recreation, Parks and Cultural Activities will attempt to reschedule your picnic to an alternate date within the same year.
- A refund of picnic reservation fees are granted, less a \$20 processing fee, if written request to cancel or change the picnic reservation is received 10 business days prior to the date of the event. Refunds are paid to the applicant named on the reservation form. Please allow 30 days for processing of refunds.
- There are no refunds of rental fees for cancellations, or change of date or location with less than 10 business days' notice from the date of the reservation.

HOW TO REQUEST A PICNIC AREA RESERVATION

Picnic reservation requests are handled at: Lee Center, 1108 Jefferson Street, Alexandria, VA 22314.

- Full payment of all picnic fees is required at the time the picnic reservation form is submitted.
- Payment can be made in person with cash, Visa, MasterCard, check and money order; or via mail with check only. All checks and money orders should be made payable to the "City of Alexandria".
- Phone reservations are not permitted.
- No more than one picnic area may be reserved by a group unless approved by the Director or designee.
- Reservations are final upon completion of the application, payment of fees and the necessary approvals.

APPLICANT'S RESPONSIBILITY

- The applicant is responsible for ensuring that their guests abide by all rules and regulations.
- All permits are non-transferable. Failure to comply voids the permit. The original permit for rental of picnic shelter/area must be in possession of the group leader at the picnic site.
- Any violations of rules may result in additional fees and violators will not be allowed to rent another City facility for a minimum of one year.
- If the RPCA Director approves items that require additional permits (i.e. alcohol, sound amplification), it is the responsibility of the applicant to obtain the required permits from the appropriate departments and submit them to RPCA prior to the rental date. Additional fees may be required. Failure to acquire the required permits will not be reason to refund any fees paid to RPCA.

DAY OF RENTAL REMINDERS

- The number of persons in the permitted group should not exceed the maximum group size stated on the permit. If the number of persons exceeds the maximum capacity of the permitted picnic shelter/area, the group may be asked to leave the park and no refund will be given.
- The consumption of alcoholic beverages is prohibited unless permitted by the RPCA Director with ABC license approval. Alcohol is limited to beer in kegs and wine.
- Dogs must be on leash and dog owners must clean up.
- All trash must be disposed of in the proper receptacles. Recycling is encouraged.
- Amplification of sound of any kind is prohibited unless permitted by the RPCA Director with Noise Variance Permit. Music is permitted if heard within picnic site only.
- Fires are permitted in park grills only. Barbeque pits for cooking on the ground are prohibited. All fires must be extinguished and ashes placed in designated container or left in the park grill before leaving the site.
- No personal grills permitted without pre-approval.
- No vending or peddling allowed except under authority and regulation of the City.
- No motorized vehicles are allowed on turf areas or walking trails, except authorized vehicles.
- Engaging in any disorderly conduct or behavior tending to breach the public peace is prohibited.
- Prohibited activities in picnic areas include:
 - Amusement rides including moon bounces, inflatables, dunk tank, carnival rides, pony rides, petting zoos, etc.
 - Games that involve objects which are thrown or otherwise propelled such as stones, arrows, model airplanes, football, softball, baseball, and soccer.
- All participants must be ready to leave the park thirty minutes prior to the posted park closing hours.
- Failure to comply with the park rules and regulations results in the termination of the reservation without refund.



Recreation, Parks & Cultural Activities
 1108 Jefferson Street, Alexandria, VA 22314 703.746.5414
PERMIT FOR RENTAL OF PICNIC AREA



APPLICANT INFORMATION

| | | | |
|----------------------------|-------------|----------------------|-------------|
| Applicant Name: | | Date of Application: | |
| Organization/Company Name: | | | |
| Address: | | City: | State: Zip: |
| Home Phone: | Work Phone: | Cell Phone: | |
| Email Address: | | | |

ACTIVITY/EVENT

| | | |
|--|--|---|
| Picnic Area Requests <input type="checkbox"/> Armistead Boothe <input type="checkbox"/> Ben Brenman <input type="checkbox"/> Chinquapin <input type="checkbox"/> Fort Ward Area # _____ <input type="checkbox"/> Joseph Hensley Park | Date Requested: | Rental to begin at: _____ am / pm |
| | Estimated Attendance: | Rental to end at: _____ am / pm |
| Purpose of Event: | Name of group to appear on park sign: | |
| If organization/business, please check type: <input type="checkbox"/> For Profit <input type="checkbox"/> Non Profit <input type="checkbox"/> City Agency | | |
| Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will fees be collected on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| List any additional equipment you are requesting to bring to the park (some items may require additional permits and fees; staff approval required): | | |
| If access to park is needed prior to rental times please indicate times of delivery and set-up (staff approval required): | | |

SPECIAL USE PERMITS & FEES

| | |
|---|---|
| Are you requesting an ABC permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Must submit \$50 non-refundable processing fee with application and at least 2 weeks lead time to process. Fort Ward and Hensley Park only.</i> | Are you requesting a Noise permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Hensley Park only.</i> |
|---|---|

Please submit application and payment by mail or in person to: Alexandria Recreation, Parks & Cultural Activities, Attention: Picnic Reservations, 1108 Jefferson Street, Alexandria, VA 22314. Payment via mail must be made by check or money order payable to "City of Alexandria". Payment in person may be made by check, money order, cash, Visa, or MasterCard. All fees are due in full at time of application.

The undersigned certifies that he or she has received and is familiar with the rules, regulations and responsibilities as a renter of City facilities, parks and equipment, and that the same will be enforced and honored by the renter or representative of the renting organization. The undersigned further certifies that he or she is legally the authorized representative of the organization and has the legal authority to submit this application and to enter binding contracts on behalf of the group or renting organization. The undersigned acknowledges that issuance of a permit for rental of parks, facilities and recreational equipment is contingent upon approval of this application by the Director or Designees of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit or payment in full is required, if applicable.

Signature of Applicant: _____

| | | |
|--|--|--|
| Amount Owed: \$ | <input type="checkbox"/> Cash | <input type="checkbox"/> Application Signature |
| Amount Paid: \$ Date: | <input type="checkbox"/> Check/Money Order # | <input type="checkbox"/> Acceptance Acknowledgement |
| Balance | <input type="checkbox"/> Credit Card | <input type="checkbox"/> Special Use Permits <input type="checkbox"/> ABC <input type="checkbox"/> Noise |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied – Reason: | RPCA Authorized Signature | Should you have a problem on the day of your reservation, please call: |



Recreation, Parks & Cultural Activities
 1108 Jefferson Street, Alexandria, VA 22314 703.746.5414
ACCEPTANCE OF PICNIC RESERVATIONS RULES AND REGULATIONS



Applicant _____ Organization _____
 Park _____
 Reserved _____ Rental Date _____

Please read and initial each line to confirm that you are aware of the following:

I _____ understand that there is no alcohol consumption permitted in this park, unless permitted and approved by the RPCA (Fort Ward and Hensley Parks only).
 (_____ staff initial if approved)

I _____ understand that there is no sound amplification allowed in the park, i.e. no radios, DJ's or musical instruments, unless permitted and approved by the RPCA (Hensley Park only).
 (_____ staff initial if approved)

I _____ acknowledge that I have read and fully understand the refund policy.

I _____ hereby acknowledge that I have received and clearly understand the rules and regulations of the above mentioned park and picnic area. I also acknowledge that if I or any members of my party violate the rental agreement my rental permit will be immediately terminated; all monies including deposits (if applicable) will be forfeited; and I will not be allowed to rent another City facility for a minimum of one year.

I _____ understand that I am responsible for the enforcement of all rules and regulations of my guests.

I _____ also acknowledge that all ABC licenses, additional permits or deposits, if any, must be delivered to Recreation, Parks and Cultural Activities at 1108 Jefferson Street, Alexandria, Virginia 22314 no later than _____. If any required item is not received by this date, the picnic rental reservation will automatically be voided, unless approved by Director or Designee.

Applicant Signature _____ Date _____

Staff Signature _____ Date _____

If you have any questions please call 703.746.5414.