



## Town of Buchanan Picnic Shelter Rental Usage Policy

### Introduction

This rental usage policy applies to all picnic shelters managed by the Town of Buchanan.

### Hours of Use

Picnic shelters are maintained and available from dawn to dusk for general public use on a first come, first serve basis, unless otherwise reserved according to this rental usage policy or as limited by Town of Buchanan activities, which have priority.

No activity or rental will be permitted to extend past Park close at dusk.

### Shelter Pricing

Reservations can be made for up to one year in advance of the date requested.

#### **Large Pavilion** (Seats about 75 at picnic tables)

- Non-resident/Corporate.....\$70.00
- Resident/Non-profit..... \$60.00

#### **Small Pavilion** (Seats about 25 at picnic tables)

- Non-resident/Corporate.....\$50.00
- Resident/Non-profit.....\$40.00

#### **Gazebo**

- Non-resident/Corporate.....\$100.00
- Resident/Non-profit..... \$75.00

### Payment Policy

Payment is to be made in full at time of reservation. Methods of payment include cash, check or credit card (MC, Visa or Discover with an additional processing fee).

Checks should be made payable to:  
Town of Buchanan  
P.O. Box 205  
Buchanan, Va 24066

Hours of Operation: Monday – Friday,  
8:00am-5:00pm  
19753 Main Street  
Phone: 540-254-1212 ext. 4

Email: [hgleason@buchanan-va.gov](mailto:hgleason@buchanan-va.gov)



# Picnic Shelter Reservation Application

Town of Buchanan  
19753 Main Street  
Buchanan, Va 24066

Organization \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Attendance \_\_\_\_\_ Admission Fee? \_\_\_\_\_  
Picnic Pavilion Requested \_\_\_\_\_ Date \_\_\_\_\_ Cost \_\_\_\_\_

### General Information

- Once all fees (if applicable) are paid, the reserving party will be issued a Reservation Permit outlining details pertinent to their reservation. This permit will also serve as permission as the exclusive user of the shelter for the date and time specified.
- A reservation schedule will also be placed in the pavilion or gazebo area at the Park.
- It is the responsibility of the renting party to take down and dispose of any decorations and is responsible for placing all trash and debris in provided containers.
- Any damages resulting from conduct by the reserving party will be billed directly to and due from the permit holder.
- Private vehicles may not be driven or parked on grass within the park, sidewalks, service driveways, or emergency zones. Only designated parking lots may be used for loading and/or unloading.
- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage on Town property is prohibited other than in connection with an event or activity for which an ABC permit has been issued. Approval by Town Council is required.
- No glass containers.
- Reservations cancelled by reserving party within 48 hours of event will be issued a full refund.
- Reservations cancelled by reserving party with less than 48 hours' notice of event will result in fees being forfeited.
- The Town will approve or deny all facility reservation requests and reserves the right to cancel a reservation.
- The Town will remove all trash and debris from receptacles and dispose of properly and make sure pavilion and restrooms are cleaned and ready for use for the next day in the event of back to back rentals.
- Liability insurance will be required for organizations.

*I have read and understand all of these rules and regulations for use of the Town Park facilities. The group I represent will comply with all the attached rules and regulations.*

Responsible Party's Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY			
Total Due = \$ _____	Approved By _____	Date ____/____/____	Check # _____