

Attendance: \_\_\_\_\_ Event Type:  Public  Private Date Deposit Returned: \_\_\_\_\_

**Danville Parks and Recreation  
Picnic Reservation Rules and Regulations  
Anglers Park, Ballou Park, Camilla Williams Park, Coates Park, Dan Daniel Memorial Park**

Name: \_\_\_\_\_ Site: \_\_\_\_\_ Date of Use: \_\_\_\_\_ Use Period: \_\_\_\_\_

Clean up deposit owed: \$30.00 Clean up deposit due date: \_\_\_\_\_

1. **Refunds:** The City will refund fees only when reservation is cancelled one month or more prior to date of use. Picnic reservations cancelled after the refund period, one day to one month in advance, may be rescheduled one time on available dates through October 31 of the current calendar year. Please call Outdoor Recreation at 434-799-5215 to reschedule or cancel your reservation.  
**Refund Fee: For each refund, a fee of 7% will be deducted from the amount paid. \_\_\_\_\_(initial)**
2. **Checks:** All reservations made within three weeks of date of use must be paid in cash, money order or with a major credit card.
3. **Fees** are as follows:
  - a. **Each fee covers one use period.** Use periods are half day from 10:00am–3pm or 4:00pm–dusk or full day from 10:00am–dusk.
  - b. **Large Picnic Shelters:** (Ballou #6, #10; Dan Daniel #17; Anglers #21) **\$45 fee half day, \$80 full day.** Non-city residents, **\$56 half day, \$100 full day.**
  - c. **Small Picnic Shelters:** (Ballou #2, #8; Camilla Williams #1, #2; Coates #22; Dan Daniel #11, #13, #15, and Shade Structure #16) **\$30 fee half day, \$50 full day.** Non-city residents will pay **\$36 half day, \$63 full day.** Coates #22 is available for full day rental only. Electricity is not provided for small shelters with the exception of Camilla Williams #2.
  - d. **Picnic Sites:** (Ballou #1, #3, #4, #7; Dan Daniel #12, #14, #18, #19, #20) **\$15.00 fee half day, \$30 full day.** Non-city residents will pay **\$19 half day, \$38 full day.**
  - e. **Clean Up Deposit:** Is required for each picnic shelter, shade structure, and picnic site. A refundable clean-up deposit of \$30.00 must be paid by **Check, Credit Card or Money Order** two weeks prior to date of use. Renter will not receive a refund on clean-up deposit if site is not left in clean condition. All trash must be bagged and removed from the park, or placed in the trash dumpsters located in Ballou Park beside the water reservoir and in Dan Daniel Park behind the American Legion Stadium. One trash bag per receptacle will be provided. Renter shall provide any additional bags. Failure to remove trash may result in additional cleaning fees.
  - f. **Co-sponsored Group Fees:** No rental fee will be charged to Danville Parks and Recreation co-sponsored groups; however, a \$30.00 clean-up deposit is required as above.
  - g. **Returned checks:** There is a \$50 returned check fee.
4. **Reservations include designated picnic site only.** Reservations do not include parking lots, playgrounds, restrooms & other park facilities, as such are open to the public. Public restrooms are not available at Camilla Williams Park and Coates Park. Parking lots will be congested when athletic & large events are in progress.
5. **Athletic Fields:** Arrangements for possible use of fields may be made only through Sports & Athletics at 799-5214. Fields are not normally available for private reservations at Dan Daniel Memorial Park.
6. **Tables:** Moving park tables is not allowed.
7. **All noise ordinances must be observed.** Sound must be kept at a level that cannot be heard from other picnic sites or from residential areas. Disturbances will not be tolerated and, if in violation, the activity may be cancelled.
8. **Concessions:** Danville Parks and Recreation shall have all concession rights. A concession contract must be completed if items are to be sold.
9. **Alcohol:** Alcoholic beverages are not permitted on park premises outside of the American Legion Stadium. Any person observed consuming alcoholic beverages on park premises will be promptly reported to the police.
10. **Additional Approval:** \_\_\_\_\_(initial)
  - a. **Attendance/Set Up:** If exceeding 200 people, or if set up of additional displays or inflatable games is desired, renter is required to complete an **Event Application.** Renter may be required to secure a commercial dumpster at his/her expense.
  - b. No equipment such as lights, amplifiers, etc. shall be installed without written permission of the Director of Parks and Recreation. Request must be submitted in writing at least three weeks in advance and include voltage of each item.
11. **Applicant Liability:** The applicant for the use of the facility shall be responsible and liable for any and all injuries and damages to buildings, fixtures or land during the period of its use under this rental contract. The applicant agrees to reimburse the City of Danville for all such injuries or damage. The applicant agrees to save the City of Danville harmless from all claims for injuries to persons while using park facilities.

**I HAVE READ THE RULES AND REGULATIONS UNDER WHICH THIS PERMIT IS GRANTED AND AGREE TO ABIDE BY THE SAME. BY MY SIGNATURE, I AGREE TO INFORM ALL MEMBERS OF MY GROUP OF THE REGULATIONS LISTED ABOVE.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_