

The Greater Richmond ARC – ARCPark

1. Please review the reservation options and park rules listed below.
2. Email ARCPARK@RICHMONDARC.ORG to check availability of the date and time requested.
3. Please allow up to one business day for a response regarding availability.
4. If the date and time requested for your reservation is confirmed, please fill out the form at the end of this document, including payment information and instructions. We look forward to seeing you at the ARCPark!

GROUP USE OF ARCPARK

All general park rules (found on final page) apply to group outings as well as the following guidelines:

- Facilities Available for Reservations:

- **Picnic Pavilion – Located in Center of Playground Area**

- Pavilion info:

- Shelter type: shade canopy (not waterproof)
- # of Tables: 9 (8 feet long)
- Wheelchair spaces: 18
- Total Capacity: 63



- **Picnic Patio – Located Adjacent to Building, Next to the Garden Area**

- Patio Info:

- Shelter Type: Full roof
- # of Tables: 6 (6 feet long)
- Total Capacity: 36 adults (6 adults per table)



- **Reservation Fees**

- Prime Rates: ***Saturday, Sunday & Holidays***

<u>Facility</u>	<u># of Tables</u>	<u>Prime Half Day</u> (10 am - 2 pm or 3 pm - 7 pm)	<u>Prime Full Day</u> (10 am - 7 pm)
Patio or Pavilion	3	\$50.00	\$90.00
Patio or Pavilion	6	\$100.00	\$180.00
Pavilion	9	\$125.00	\$225.00

- Non-Prime Rates: ***Monday – Friday***

<u>Facility</u>	<u># of Tables</u>	<u>Non-Prime Half Day</u> (10 am - 2 pm or 3 pm - 7 pm)	<u>Non-Prime Full Day</u> (10 am - 7 pm)
Patio or Pavilion	3	\$40.00	\$75.00
Patio or Pavilion	6	\$80.00	\$150.00
Pavilion	9	\$100.00	\$175.00

- During non-Daylight Saving Time (Standard Time, typically early Nov. – mid-March), half day reservations will be a 4 hour window of your choosing. We will not have the normal 10-2 or 3-7 time slots due to shorter days and earlier park closing times. For example, you could reserve tables from 12 – 4 pm.

- **Entire Park reservation**

- Large groups may rent the entire park for their private use (closed to the public for that day).
- The reservation of the park will be for the full day (open to close)
- The reservation fee will be \$2,500.00

- **Reservation Guidelines:**

- Payment in full must be received with the reservation application at least 14 days prior to the event date in order to receive confirmation of reservation. No reservation is considered valid until a confirmation letter has been issued. Event plans should not be finalized until you receive a confirmation letter. The process takes as little as 3-5 business days to issue a confirmation letter if there are no questions with your application. Once approved, a confirmation letter will be sent to you via E-mail or mail.
- Payment for reservations will be accepted by credit card or cash only. If paying by credit card, please fax application to: 804-353-0163 or mail application to: The Greater Richmond ARC, 3600 Saunders Ave., Richmond, VA 23227. You may also pay in person by credit card or cash at this address during the hours of 9 am – 5 pm Monday thru Friday.
- Please clean up after your group. Trash barrels are provided.
- A Damage/Clean-Up fee may be collected if the reserved site is damaged or left unclean.
- Alcoholic beverages, glass, grills or open flames are prohibited.
- Electrical outlets are available
- There must be at least one adult present for every 8 children.
- The ARCPark cannot be used for fund raising, political, religious or private gain. *Picnic facility reservations and organized meetings associated with religious, political or private groups with the intent of soliciting, recruiting or attracting volunteers, individuals or outside agencies, solicitation of money, distribution of literature or requests for donations, or use for private gain, are prohibited.
- Individuals or groups that are deemed disruptive, not in the keeping of The Greater Richmond ARC's mission statement and/or core values or are infringing upon the human rights of other park visitors will be asked to leave the premises.

- **Cancellation Policy**

- Cancellations due to inclement weather will be fully refunded.
- Other cancellations must be made at least 7 days prior to event to receive a full refund.
- Cancellations made within 7 days will incur a 50% cancellation fee up to a maximum of \$25.
- Cancellations can be made by email: arcpark@richmondarc.org or phone (804-665-1220)
- Refunds will be issued by check 14 days after request is received.

***Please complete and return form on following page to secure your reservation after consulting with the ARCPark Operations Manager.**

ARCpark Reservation Application

The Greater Richmond ARC

3600 Saunders Avenue Richmond, VA 23227

Phone: (804) 665-1220 / Fax: (804) 353-0163

Website: www.richmondarc.org

Email: arcpark@richmondarc.org

Applicant Information		
Name:	Organization Name:	
Complete Mailing Address:		
Home Phone:	Cell Phone:	Work Phone:
Email:	May we email the confirmation letter to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Activity/Event Details		
Description of Event:		
Date:	Start Time:	End Time:
Site: Pavilion <input type="checkbox"/> Patio <input type="checkbox"/> Entire Park <input type="checkbox"/>	Number of Tables:	Reservation Fee:
*Please consult with ARCpark Operations Manager to ensure availability and verify fee prior to submission.		
Payment Information		
PLEASE DO NOT EMAIL CREDIT CARD INFORMATION, USE FAX ONLY		
The user hereby agrees to indemnify and hold harmless The Greater Richmond ARC, their officers, all employees and volunteers from any and all claims for bodily injury, 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. User and group are responsible for abiding by all ARCpark policies, rules and regulations.		
Payment Method: Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> (We do not accept personal checks)	Credit Card Expiration Date:	
Credit Card Number:	Name on card:	
Applicant Signature:	Date:	

*By signing this form or providing credit card information the applicant is indicating that they have read the general park rules and agrees that they and their guests will abide by these rules while at the park.

GENERAL PARK RULES

- ONLY SERVICE PETS ARE PERMITTED IN THE PARK.
- NO BIKES, SKATEBOARDS OR ROLLERBLADES ARE ALLOWED.
- INSPECT PLAY AREA BEFORE STARTING TO PLAY.
- CAREGIVER/SUPERVISION RECOMMENDED.
- CHILDREN UNDER 10 MUST BE ACCOMPANIED BY AN ADULT.
- SPECIFIC AREAS ARE DESIGNATED FOR TODDLERS, AGES 2-5, 5-12 AND ADULTS.
- NO SMOKING IS PERMITTED. ONLY USE DESIGNATED AREAS OUTSIDE THE PARK.
- NO CURSING, YELLING, INAPPROPRIATE LANGUAGE, RUNNING, HITTING, PUSHING OR SHOIVING IS ALLOWED.
- NO ALCOHOLIC BEVERAGES, GLASS, GRILLS OR FIRES ARE ALLOWED.
- NO FOOD, DRINK OR GUM IS ALLOWED ON EQUIPMENT OR SAFETY SURFACES.
- THE PARK IS GENERALLY OPEN FROM DAWN TO DUSK.
- THE PARK MAY BE CLOSED FOR INCLEMENT WEATHER, OVERCROWDING OR SPECIAL EVENTS.
- NO TRESPASSING WHEN PARK IS CLOSED.
- FOR THE SAFETY AND WELL BEING OF EVRYONE USING THE PARK, WEAPONS OF ANY KIND, ILLEGAL DRUGS AND EXPLOSIVES OR FIREWORKS OF ANY KIND ARE STRICTLY PROHIBITED.
- CALL (804) 665-1220 TO REPORT MAINTENANCE OR SAFETY ISSUES OR TO PREREGISTER GROUPS OF 10 OR MORE.

CAUTION

- EQUIPMENT AND SURFACES MAY BECOME HOT. CHECK BY HAND BEFORE ALLOWING TO PLAY.
- PLAYING ON EQUIPMENT WHEN WET MAY CAUSE INJURY.
- IF YOU NOTICE BROKEN EQUIPMENT OR ANYTHING THAT REQUIRES IMMEDIATE ATTENTION, PLEASE CALL (804) 665-1220.

WARNINGS

- DO NOT USE BICYCLE HELMETS ON PLAY EQUIPMENT. THEY CAN CAUSE HEAD ENTRAPMENT AND STRANGULATION.
- DO NOT WEAR CLOTHING WITH DRAWSTRINGS, HOODS, TOGGLES OR ACCESSORIES AROUND A PERSON'S NECK. IT MAY CAUSE STRANGULATION.

EQUIPMENT

- SWINGS: HOLD ON WITH BOTH HANDS. STANDING ON SWINGS CAN CAUSE INJURY. STOP SWINGING BEFORE GETTING OFF. NEVER SWING OR TWIST EMPTY SEATS. STAND CLEAR OF MOVING SWING TO AVOID CONTACT.
- SLIDES: SLIDE FEET FIRST ONLY. NO RUNNING OR WALKING UP SLIDES.
- CLIMBERS: NO PUSHING, RUNNING OR SHOIVING. PLAY SAFELY AND BE COURTEOUS OF OTHERS.

USE OF THE PARK IS AT YOUR OWN RISK