



SHELTER RENTAL AGREEMENT

1. Operating hours for Parks are sunrise to sunset, seven days a week.
2. Park shelter reservations can not be rescheduled based on the upcoming weather forecast. If your event is rained out, please call our Parks and Recreation Administrative Office at (757) 514-7250 within five (5) business days after rental date to reschedule.
3. Special events may be held in parks only upon obtaining a **Special Event Permit** by the Suffolk Department of Parks and Recreation. A Special Event Permit is needed when one or more of the following criteria applies to your event or activity:
 - a. 100 or more people expected at park and/or park shelters.
 - b. 50 or more people expected other than at a park shelter.
 - c. Amplified sound or Musical entertainment
 - d. Fee collection on City property (donations, admissions, concession, or merchandise sales)
 - e. Use of temporary structures or facilities, such as, tents, shade structures, stages, booths, amusement devices (such as, bounce house, dunking booth), pull behind or trailer cooking grills, petting zoo or any animals on property, etc.
 - f. The general public is invited or notified by the media
 - g. Animals on display, for show, or for rides
 - h. Use of the shelter or park is in a manner other than their specified recreational use.
4. Small 10x10 pop-up tents may be allowed immediately adjacent to the shelter but only tents with concrete tie downs or weighted tents (sandbags) are permitted. No stakes are allowed. Number of tents is limited to one.
5. Alcohol, fireworks, illegal substances and activity are prohibited.



6. All musical entertainment must be in compliance with the City of Suffolk Noise Ordinance Sec 34; 186-90. Violation will result in a Class 2 Misdemeanor.
7. Other patron may have reserved surrounding shelters; therefore, please respectfully contain your function within your reserved shelter area.
8. Children are to be supervised at all times.
9. All pets must be on a leash.
10. Removal of dog waste is required.
11. There is electricity available on a limited basis.
12. Restrooms are not to be used to fill water balloons, squirt guns, etc.
13. All lights are to be turned off before leaving the shelter.
14. Person(s) signing for the reservation are responsible for any damages to the shelter, furniture, or equipment.
15. Vehicle parking is prohibited on the grass and in picnic areas unless prior arrangements have been made with Park Rangers or designee.
16. Trash bags are provided by the department. All trash is expected to be disposed of in the on-site dumpster.
17. Failure to comply with the above rules and regulations can result in cancellation of event, additional fees and forfeiture of any future reservations with the Department of Parks and Recreation.