

Montreal Park Facility Reservation Agreement

Park Information

Montreal Park is located at 11558 James River Rd (Rt. 56) in Shipman, VA. Entrance to the park is to the left of the VDOT facility. The park consists of a picnic shelter, restroom facility and an open green space play area.

Reservation Fees

- Park and Shelter reservations will be charged at a flat rate of \$40.00 per day. No “Half-Day” rates available.
- Your “day” will consist of the hours between 8:00am – sunset.
- Your date will be reserved when all fees have been paid to the Nelson County Parks and Recreation Department.
- NCPR accepts cash, check or credit/debit card for all transactions.

Reservation Process

- All reservations must be made directly through the Nelson County Parks and Recreation office and include a completed reservation form and payment of reservation fee.
- Instructions for obtaining the entry gate key will be given at time of registration.

Cancellation Policy

- Nelson County Parks and Recreation will grant a refund up to 2 business days prior to reservation date.
- Requests for date changes can be made no later than 2 business day prior to reservation date.
- No refunds will be issued due to inclement weather.

Park Rules

- Parks hours are 8:00am – sunset.
- Park must be vacated and gate locked no later than sunset.
- All reservation guests must adhere to reservation agreement. Renter is responsible for the actions and conduct of all guests present during reservation.
- Consumption of alcohol or controlled substances is strictly prohibited.
- Charcoal and Propane grills are permitted for use and must be provided by rental group.
- Free standing tents, up to 400sq feet are permitted with appropriate ground stakes.
- All trash must be removed from the premises at the conclusion of the reservation.
- All water sources must be turned off at the conclusion of the reservation.
- Pets are allowed on property and renter must remove all animal waste. Renter is responsible for the actions and conduct of all pets present during reservation.
- Inform NCPR of any high power consuming units you plan to bring at time of reservation on the attached reservation form.
 - Example: Inflatable Bounce Houses, Electrical Cooking Appliances, etc.

Damages

- Renter must report all damages to the Nelson County Parks and Recreation Department immediately.
- Damage reports can be emailed to recreation@nelsoncounty.org. Please include pictures of damages if able.
- Renter agrees to pay for all damages to property and for any other charges that may occur as a direct result of their use. Charges will be determined by NCPR upon inspection.

Revised: 1/2022

**Montreal Park
Facility Reservation Form**

Renter Name: _____

Renter Organization (If Applicable): _____

Renter Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Reservation Details						
Reservation Date(s) Requested:				Estimated Number of Attendees:		
If this is a multi-day reservation, please include all days requested above.						
<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
Anticipated Hours On Site: Arrival:		AM/PM	Departure:		AM/PM	
Purpose of Rental:						
Do you plan to bring any high power consuming equipment? If so, please list below for approval by NCPR. Example: Bounce House, Electric Cooking Equipment, Etc.						

Number of days requesting reservation: _____ Rate of \$40.00 per day

Total Fee: _____

Nelson County Parks and Recreation reserves the right to decline or adjust any reservation request. Reservations are confirmed with the completion of this reservation form, approval from NCPR and submission of payment.

By signing below, I confirm that I have read the "Montreal Park Facility Reservation Agreement" and have included accurate information on the "Montreal Park Facility Reservation Form".

Renter Name (Print): _____

Renter Signature: _____ Date: _____

Office Use Only	
Payment Date:	Paid By (Name):
Total Payment Amount:	Method of Payment: Cash Check Card
Nelson County Parks and Recreation Approving Staff:	

