



BRENTWOOD PARKS AND RECREATION DEPARTMENT

Park Pavilion / Shelter Reservation Policy

GENERAL

1. The City of Brentwood offers the use of unheated shelters and a pavilion year-round (weather permitting) at the following locations with restrictions as noted:
 - Crockett Park
 - Deerwood Arboretum (Educational and Scout/Troop purposes only)
 - Granny White Park
 - Owl Creek Park
 - River Park
 - Smith Park
2. All locations are considered first-come, first-serve year-round except for a confirmed reservation during the months of February through October of the current calendar year. If you are there and there is a reservation in place, you will be asked to leave.
3. Application for reservations
 - Starting the month of February of the current calendar year- All Brentwood residents, Businesses, Churches, Orgs. and Schools that pay a Brentwood city tax may begin to make their requests.
 - Non-Brentwood residents may begin submitting their requests on the date indicated either on the Brentwood website or when the reservation calendar unlocks allowing all dates to become viewable. You are also welcome to contact the office for an exact date if unsure.
4. All applicants must be 18 years of age or older to submit a reservation request at any of our facilities.

5. Applicant acknowledges that they are reserving the pavilion/shelter and NOT the entire park. This includes athletic facilities and the parking lots.
 - Parking spaces **may not** be blocked off without express consent of the Parks Director.
6. The applicant acknowledges that the information provided and submitted in the application by the applicant to the City of Brentwood are public records and must be provided to the public if requested in accordance with Tennessee law.
7. All information submitted must be true and accurate so as not to delay the process of the submitted application.
8. BRENTWOOD RESIDENTS - You **may not** use your address for your Business, Church, Org. or School. You will have to set up a separate account, but you can be the contact. You can have a household account for self as well as one for your Business, Church, Org. or School. Someone of authority with the Business, Church, Organization or School needs to be the one to oversee the account as they will be responsible for upkeep and payments on the account as reservations are made and approved.
9. Applicants may not have a balance on their account when submitting for another date. Meaning, you cannot hold two dates at the same time because you are not sure if the other date is available. Obviously, another date is available because it allowed you to make the request.
10. A household, business, church, school, organization, or any other entity can have a maximum of (5) confirmed reservations on their account per season.
11. Any provided information proven to be false or misleading upon submission will result in the immediate denial of the request and possible future requests.
12. The intended event must not exceed the number of maximum allowable guests listed for the pavilion/shelter. (Please note: THIS NUMBER DOES NOT MEAN WE PROVIDE SEATING FOR THE MAXIMUM. It is Fire Marshall rated capacity is NOT to be exceeded.)
 - Crockett Park Shelter- 100 Maximum Capacity
 - Deerwood Arboretum- There are only 11 parking spaces.
 - i. 100 Maximum (for schools that bus in children for field trips)
 - ii. 25 Maximum (for Troops; BS/GS)
 - Granny White Pavilion- 150 Maximum Capacity
 - Owl Creek Park Shelter- 100 Maximum Capacity
 - River Park Shelter- 100 Maximum Capacity

- Smith Park Shelter- 100 Maximum Capacity
13. Fundraising events are NOT allowed on park property at any time unless authorized by the Park Board under the Special Even approval process.
14. “For Profit” events are NOT allowed on property with specific authorization from the Park Board.
15. Catering Services can be used for the pavilion/shelter for reservations only.
- Catering vehicles must remain on hard surfaces when delivering meals.
 - Payment must be taken care of prior to entry into the park. Absolutely no money transactions are allowed on park property.
16. Food trucks are allowed as a catering option and must be permitted through the City of Brentwood Codes Department. ([Ord. No. 2017-01 §1, 2-27-2017](#))
- A maximum of 2 food trucks may be approved by the Parks Department Director or designee as a catering option.
 - Payment must be taken care of prior to entry into the park. Absolutely no money transactions are allowed on park property.
 - A “Private Event” sign must be visibly placed by the selected vendor(s) so as not to encourage our park patrons to interrupt a hired-out event.
 - Absolutely no fireworks, sparklers, open flame, fire pit, bonfires, torches, candles, or other spark/flame items in the park or in/around the pavilion/shelter at ANY time. . ([Ord.NO. 99-16, §1, 9-30-99](#))
17. The following are NOT allowed for use in any park or on park property surfaces:
- Paint of any kind (this includes festival colors, watercolors etc.)
 - Sidewalk chalk
 - Kiddie Pools or Wade Pools
 - Sprinklers
 - Dunk Tank
 - Slip-n-Slides.
 - Charcoal Grills that are not already provided by the park system.
18. The following items require special permission and ARE allowed with a confirmed reservation and in some instances require that insurance be provided. Please note that some parks allow some permissions while others do not.
- Inflatables require a certificate of insurance before it comes to park property. Whomever you choose as your vendor must list the City of Brentwood as an additional insured. (This is not an option) Proof of insurance is required prior to your event and all documentation can be uploaded to your account via WebTrac. We do NOT allow inflatables at Smith Park because it is a historic

property. Water components of any kind are not allowed with any of the inflatables.

- Catering and Food Trucks (Maximum of 2 food trucks allowed and must be permitted through the Planning and Codes Department. A list is on their [web page](#).)
- Additional Grills are welcome but MUST be propane and have a portable fire extinguisher. Outside charcoal grills are NOT allowed and you will be asked to leave the park if you bring one in.
- Amplified sound, PA System, Music, DJ, Small Band, Bluetooth Radio are allowed at Granny White Park pavilion, Crockett Park Shelter, and the River Park Shelter. **We do NOT allow DJ, PA System, or Band at Smith Park or Owl Creek Park Shelters due to the location of the shelter in relation to the mansion as well as nearby homes.** *(Smith Park and Owl Creek Park may have -Small Bluetooth radios are allowed IF noise levels remain within the confines of the shelter as stated below.)*
Noise ordinance ([Ord. NO. 2014-17, §42-139](#)) is in force and must not be heard outside of the confines of the pavilion/shelter.
- Small Vending appliances are allowed, including but not limited to: (Please contact the office for questions)
 - i. Ice Cream Machine
 - ii. Snow Cone Machine
 - iii. Popcorn Machine
- Performers may come to entertain your event but must abide by the same rules and regulations set forth as the host.
 - i. Clown
 - ii. Character artist
 - iii. Musician

19. Alcohol is NOT permitted at any of the Brentwood city parks for any reason unless at specified events approved by the Park Board and Board of Commissioners, or at event venues such as the Cool Springs House or the Ravenswood Mansion.

20. Decorations are permitted within the pavilion/shelter only with the express approval of the Parks Director or Designee and must be selected on your application.

- Decorations can only be placed with painters' tape so that no residue will be left behind upon removal.
- Decorations are NOT too placed or affixed to any structure, fixture, wall, sign, or other park amenity outside of the pavilion/shelter without a permit from the Codes Dept and if necessary, written authorization from the Parks Director or authorized Designee.

- The user is responsible for removing all decorations prior to vacating the pavilion/shelter.
- Damage from decorations will be noted by staff and the City may take legal action against the applicant to recover any cost for damages that may result.

21. Grilling is limited to the grills and areas as provided by the city unless other authorized by the Parks Director.

22. Conduct which may result in injury to self or others or that is deemed unsafe for or at risk to others by authorized personnel is strictly prohibited.

23. The Parks Director or duly authorized persons shall have the authority to close the pavilion/shelter when the health and safety of participants is endangered.

AVAILABILITY

1. Pavilion/shelters are available for reservation during the current calendar year only, February through October.
2. The pavilion/shelters may be reserved during the posted hours only. You may NOT reserve earlier or later than the posted times.
 - Crockett Shelter- 10am to 9pm daily
 - Deerwood Arboretum- 10am to sunset daily
 - Granny White Pavilion- 10am to 9pm daily
 - Owl Creek Shelter- 11am to 7pm daily (only 1 reservation per day)
 - River Shelter- 10am to sunset daily
 - Smith Shelter- 10am to sunset daily
3. All reservations require a 2-hour time block between them for staff to provide adequate prep and inspection time and is built into the reservation automatically upon approval.
4. All reservation requests are made through the online portal via our web page at www.brentwoodtn.gov.
5. Field and court requests are made separately from a pavilion/shelter request and are required to ensure use of that field or court.
6. We do **NOT** accept same day requests.
7. A minimum of 72 hours is required for a reservation to be submitted.
8. A Patron may not request 2 consecutive days in the same or separate park. (example; Sat & Sun or Sat & Sat, 1 in Gw 1 in RP, etc). Requests will be flagged, and you will be asked to choose your preferred date. If no response is received by a certain date, your request will be cancelled, and both dates will be released.
9. A household, Business, Church, Org. or School can make a maximum of (5) approved / confirmed reservations per season.

FEE STRUCTURE

Shelter <i>Can accommodate a max. of 100 people</i>	User	Duration	Fee
<ul style="list-style-type: none"> Deerwood Arboretum Crockett Owl Creek River Smith 	*City Resident	1-4 Hrs. of use	\$25
		4.5-8 Hrs. of use	\$50
	**Williamson County Resident	1-4 Hrs. of use	\$75
		4.5-8 Hrs. of use	\$125
	***Out of County	1-4 Hrs. of use	\$125
		4.5-8 Hrs. of use	\$200
Pavilion <i>Can accommodate a max. of 150 people</i>	User	Duration	Fee
<ul style="list-style-type: none"> Granny White 	*City Resident	1-4 Hrs. of use	\$50
		4.5-8 Hrs. of use	\$100
	**Williamson County Resident	1-4 Hrs. of use	\$150
		4.5-8 Hrs. of use	\$225
	***Out of County	1-4 Hrs. of use	\$250
		4.5-8 Hrs. of use	\$350

*Pay Brentwood City taxes (this includes Residents, Businesses, Churches, and Public Schools)

**Pay Williamson County taxes but do NOT pay Brentwood City taxes

***Does NOT pay Brentwood City OR Williamson County taxes

It is vitally important that you know where you live and where you pay your taxes.

Brentwood, TN is NOT equal to residency.

<http://brentwoodtn.2.vu/WhereamI>

Find out if you live in the city limits by clicking the link above.

PAYMENT

1. Upon acceptance of your request, you will be notified of the amount due and be given a due date.
2. Due dates are typically 7 days from the date of approval. If payment is not made by that due date or arrangements have not been made, your request will be deleted without notice.

CONFIRMATION

1. Proof of payment is your confirmation of reservation. You will be able to look this up via your household account in our reservation software.

USER RESPONSIBILITIES

1. The user is responsible for all persons, activities and or happenings at the location during the period of their reservation and must abide by all rules posted by Brentwood Parks Department regarding use of parkland and/or facilities as well as agree to abide by all park policies.
2. The user must agree that they will not directly or indirectly deny participation or admittance to any activity to any person on basis of race, religion, color, sex, physical or mental handicap, ancestry, national heritage, or age.
3. The user and all parties associated with the user's activities agree to indemnify, defend, and save harmless the City, its officers, employees, and representatives from all liability arising from the use of properties, facilities and/or equipment in the provision of activities under the reservation.

4. The user will be held directly responsible for any unauthorized use of facilities by the user's program participants. The user shall reimburse the City for any expense or damage caused by activities of the user over and beyond normal wear to facilities, structures, and surfaces.

SMS ALERTS

1. To receive SMS alerts that are reservation related only, you must Opt-In. This option is available to you once you have made a household account via our reservation software.
2. SMS reminders will only be sent to those who choose to receive them. We do not send out unsolicited messages. These messages are strictly reminder alerts for reservations only.

CANCELLATION / RESCHEUDLE POLICY

1. 48 Hours if your reservation is a weekday (M-F) reservation.
 - a. If you have a Thursday reservation, you will need to cancel your reservation no later than Noon Tuesday
2. 72 Hours if your reservation is a weekend (Sa-Su) reservation.
 - a. If you have a Saturday/Sunday reservation, you will need to cancel your reservation no later than noon Wednesday.

If you do the above, you will receive a full refund.

Reasons for Not Getting a Refund- 0%

1. Canceling less than 48 hours before your weekend event (no matter the reason)
2. Cancelling less than 72 hours before your weekend event (no matter the reason)
3. Being a no show on the day of your event (no matter the reason)
 - a. Weather related- see below.
 - i. Too Hot*
 - ii. Overcast / Too Wet**

*While we don't expect you to be a trained meteorologist or have a crystal ball, we do expect you to realize that during the summer months, it's going to be hot, so plan accordingly. Our shelters have electricity. Request that the sockets be unlocked and bring some fans to make yourselves and your guests comfortable.

**Our Shelters/Pavilion are equipped with a roof and lights. If the weather is overcast, the lights will automatically turn on and provide light. If it is raining out the roof will provide cover from the elements.

