



DEPARTMENT OF PARKS AND RECREATION
 ADMINISTRATIVE SERVICES OFFICE
 ATHLETIC AND FACILITY SERVICES DIVISION
 300 N. Park Drive, Arlington, Virginia 22203
 TEL 703-228-4747 TTY 711 parks.arlingtonva.us

FOR OFFICE USE

HH # _____
Receipt # _____
Notes: _____

APPLICATION FOR USE OF BON AIR ROSE GARDEN

Please type or print clearly so that all information can be accurately processed. Incomplete or erroneous requests will not be processed and will be returned to the sender. Forms may be emailed to facilitiescheduling@arlingtonva.us. **The facility is not guaranteed until all rental fees are paid in full and a facility permit is issued.** If you have a previous balance on your account, you will not be permitted to reserve the Bon Air Rose Garden until the balance is resolved.

___ **New Account**
 ___ **Existing Account Household #** _____

Type of Event: _____
 Sponsored by: _____
 Date of Event: _____ Fee: _____
 Time In: _____ Time Out: _____ Number of Participants: _____

PRIMARY CONTACT PERSON(S)

1. Name: _____
 Phone: _____ E-mail: _____
 Address: _____ State: _____ Zip: _____

2. Name: _____
 Phone: _____ E-mail: _____
 Address: _____ State: _____ Zip: _____

HOLD HARMLESS AGREEMENT

I understand this contract is valid only when accompanied with the appropriate fees and signed by authorized Arlington County staff. I know, understand and acknowledge the risks and hazards associated with using the property (Bon Air Rose Garden) and hereby assume any and all risks and hazards associated therewith. I hereby irrevocably waive any and all claims. I agree to indemnify, defend, and hold harmless Arlington County and its officials, employees and agents from and against any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorneys' fees) incurred by the County or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of the property by the user or by the user's members, guests, employees, agents or invitees.

Permit Holder Signature: _____ Date: _____

Printed Name: _____

 AUTHORIZED ARLINGTON COUNTY PARK STAFF SIGNATURE

 DATE

GUIDELINES AND RESTRICTIONS FOR WEDDINGS AT BON AIR ROSE GARDEN

Weddings at the Bon Air Rose Garden are on a first come, first served basis. A request must be made to the Department of Parks and Recreation with the specifics of the event. A permit is required and a \$50.00 fee applies. Check payments may be mailed to: Department of Parks and Recreation, Attn: Administrative Services Office, 300 N. Park Drive, Arlington, VA 22203. Please make checks payable to: "*Treasurer, Arlington County.*" Having a permit for a ceremony in the garden does not exclude use of the area by other park visitors. The Rose Garden permit is for the ceremony only, if a reception is desired, there is a shelter at the back of the park that may be reserved for an additional fee. *No alcohol is allowed within the park.*

Please note the following guidelines:

1. The designated area for wedding is around the flagpole.
2. The number of attendees is limited to 50 people.
3. Amplified music or PA system is not permitted in the park (a boom box type tape/CD player is allowed).
4. No rice, birdseed or confetti is allowed.
5. There is no guaranteed parking and all cars must be parked in designated areas.
6. Tents and/or canopies may not be erected in the garden.
7. A hold harmless agreement with Arlington County must be signed.
8. The permit holder is in charge of the grounds and will adhere to all rules and regulations of the Department pertaining thereto. The Permit will be turned over only to the individual in charge.