

National Parks Trust of the Virgin Islands

Park Rental Application Form and Guidelines



APPLICANT DETAILS

Date of Application (day/month/year)		
Applicant Name (this will be the contact person):		
<i>If this is not a private event, please also specify the institutional name of the applicant below.</i>		
Company Name	Civic Organisation Name	Government Department
Other (please specify)		
Telephone Number	Mobile	Fax
Email Address		
Postal Address		
Park Use Guidelines Agreement	<p><i>By signing this application, I certify that the information provided above is accurate. I also certify that I have received and agree to the Guidelines for safe/acceptable uses of the national park, its facilities and equipment. I also understand that if I exceed the time stated/approved in this application, I forfeit my deposit and will be charged a fee of \$25.00 per hour, outside of the time approved below. I also understand that the fee may increase for weekend and holiday use. If I fail to observe the Guidelines terms, I understand that I will forfeit the reimbursable park rental fee.</i></p>	
Renter/User Signature		

EVENT DETAILS

Name of National Park		
Event Date (day/month/year)		
EVENT TYPE		
<input type="checkbox"/> Meeting	<input type="checkbox"/> Workshop	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Wedding	<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Children's Party
<input type="checkbox"/> Cocktail Reception	<input type="checkbox"/> Catered Dinner	<input type="checkbox"/> Camping (Spring Bay and Prickly Pear Only)
Other (please specify)		
Event Start Time _____ : _____ AM / PM	Event End Time _____ : _____ AM / PM	
Set-Up Time _____ : _____ AM / PM to _____ : _____ AM / PM	Clean-Up Time _____ : _____ AM / PM to _____ : _____ AM / PM	
Number of Expected Guests/Participants		
Special Needs (please specify)		

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FACILITIES REQUESTED

J.R. O'Neal Botanic Gardens (please select all that apply)

<input type="checkbox"/> Lawns	<input type="checkbox"/> Other (please specify)
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Please NB. VI Fire Safety Rules allow no more than 70 persons in the Fishlock Hall at any given point in time.

Queen Elizabeth II National Park (please select all that apply)

<input type="checkbox"/> Children's Playground
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Sage Mountain National Park (please select all that apply)

<input type="checkbox"/> Viewing Deck	<input type="checkbox"/> Restrooms
<input type="checkbox"/> Parking	<input type="checkbox"/> Other (please specify)

Spring Bay National Park (please select all that apply)

<input type="checkbox"/> Picnic Tables	<input type="checkbox"/> BBQ Area
<input type="checkbox"/> Lawns	<input type="checkbox"/> Other (please specify)

The Copper Mine National Park (please select all that apply)

<input type="checkbox"/> Visitor Centre	<input type="checkbox"/> Parking
<input type="checkbox"/> Other (please specify)	

Other National Park

Please specify:

Any Additional Information

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Park Rental Fee Schedule

Location	Activity/Event Type	Base Fee	Refundable Deposit	Staff Coverage
J. R. O'Neal Botanic Gardens	Civic Organisation or Fundraising	\$ 150.00	\$ 100.00	\$ 25.00 per hour
	Community Event: Fishlock Hall or Lawns	\$ 300.00	\$ 100.00	
	Community Event: Fishlock Hall and Lawns	\$ 300.00	\$ 100.00	
	Private Formal Event: (Dinner, Cocktail Party, Wedding) Fishlock Hall and/or Lawns	\$ 300.00	\$ 100.00	
	Commercial Event: Fishlock Hall and/or Lawns	\$ 500.00	\$ 100.00	
Queen Elizabeth II National Park	Children's Birthday Party: Children's Park Only	\$ 50.00	\$ 50.00	
<p><i>Base fee does not include charges such as: weekend rates, staff overtime, additional charge for rental outside of normal working hours, and penalties if renter exceed the time stated/approved in this application.</i></p>				

Park Rental Descriptions

Civic Organizations hosting fundraising events for community development projects or charitable causes will receive a discounted rental fee in both the **Joseph Reynold O'Neal Botanic Gardens** and the **Queen Elizabeth II National Park**.

A **Community Event** that takes the form of an informal party, social gathering, public meeting, special interest group, or workshop may utilize the **Lawns or Fishlock Hall** at the **Joseph Reynold O'Neal Botanic Gardens**.

A **Private Formal Event** like a cocktail reception, dinner party, or wedding/reception that utilizes the Fishlock Hall **and/or** the Lawns at the **Joseph Reynold O'Neal Botanic Gardens** may do so for at the same rate as the Community Event.

A **Commercial Event** that utilizes Fishlock Hall **and/or** the Lawns of the **Joseph Reynold O'Neal Botanic Gardens** or the **Queen Elizabeth II National Park** is understood to anticipate some level of profit, and so is deemed able to pay a higher amount than a community event.

Camping is not permitted within these Parks at this time.

A **Children's Birthday Party** is primarily allowed only in the Children's Park of the Queen Elizabeth II Park, as it is purpose built for that kind of activity. Provisionally, as many as two birthday parties may be scheduled in a day, provided Renters do not overrun their approved timeframe.

All activities are subject to the Trust's Park rules and regulations, as well as the discretion of the Park Warden on duty.

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General Park Rental Rules & Guidelines

1. The Director or Designate must approve all special events within the system of National Parks. Due to present and increasing volume of subscription, it is strongly recommended that applications for events are submitted 1 – 2 months in advance of the desired event date. Applications are processed on a first-come, first-served basis.
2. The Trust is not responsible for events that are advertised without requisite advance permission to host an event.
3. Formal and professional filming or photographic shooting in parks requires a permit. Contact the Trust for additional information on how to obtain a permit. (Virgin Islands National Parks Regulations, 2008.PartII.Sec10)
4. A refundable deposit (depending on location) is required for all Park Rental applications as security against damages. The deposit may be refunded at the middle or end of the month, assuming a successful event where no damages or overrun of timeframe occurred.
5. Cancellations must be at least 2 business days prior to the scheduled event for the deposit to be refunded. If inclement weather prevents the function from occurring it can be rescheduled subject to Park availability, or the Rental Fee can be returned.
6. Park rental may not automatically result in the exclusion of the general public to any National Park during normal opening hours, except by express advance approval and arrangement.
7. The Park Warden on duty will prepare and thoroughly inspect the Park, (grounds, facilities and equipment) in the presence of the Renter/User **prior to the event** to assess/document the Park's condition and readiness for use.
8. The Park Warden on duty will prepare and thoroughly inspect the Park, (grounds, facilities and equipment) in the presence of the renter **after the event** to assess/document the Park's condition, and any damages that may have been incurred.
9. The Renter will be responsible to pay in full for any needed repairs (or replacements) of damages to the lawns, facilities or structures resulting from the disregard of these Guidelines or instructions of the Park Warden on duty.
10. The following are prohibited in the Gardens: livestock animals pets open flames plant/fruit removal motor vehicles/cycles posting of printed matter to walls (e.g. promotional signs, banners etc.) without express advance permission.
11. The National Parks Trust of the Virgin Islands reserves the right to accept or reject any application at its discretion, and may apply any restrictions or conditions of use as deemed necessary.

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Park Rental: J. R. O'Neal Botanic Gardens

The rental fee of the Fishlock Hall and/or Lawns is \$500.00, and guarantees the Renter exclusive use of the Park. And a refundable deposit of \$100.00 is required in case of damages.

The Park Rental Fee also includes (i) access to the site prior to the event for set-up; (ii) use of restroom facilities during the event; (iii) access to the site after the event for clean-up; (iv) access to the Wi-Fi during the event; and (v) access to certain support equipment, e.g. extension cords, projector screen, podium, etc.

Events must finish by 6:00pm, except where exceptional advance permission is granted, and subject to staff availability. The refundable deposit is reduced or forfeited if the event runs beyond the approved rental time.

The Botanic Gardens is a *scientific garden* and no decoration should be tied to or hung from any of the plants/collections, or within the beds. If anything is put in or on a tree/plant/bed, the staff must do it providing there is no compromise to health and/or appearance.

All party decorations must be removed and disposed of immediately after the event. Break-down of event equipment and clean-up must start immediately to remain eligible to receive the refundable deposit. Leaving equipment on-site until days later forfeits the deposit.

Garbage generated by the event (especially food waste and containers) must be collected by the Renter and removed immediately after the event. In particular, garbage that exceeds the capacity of the on-site bins must be removed by the Park Renter the same day (or evening) of the event to discourage pests/vermin. Park Renter has the option to use additional or dedicated waste bins with their event, if desired.

The use of double-sided tape (or any other strong adhesive) that may damage wall paint or structure finishes is strictly prohibited. Damage or even evidence of the use of the tape will result in the deposit not being returned.

Small group picnic lunches are permitted during the daytime, but the waste food/containers must be properly disposed of inside the trash bins on site. Feeding of chickens, cats or dogs is strictly prohibited in the Park or its perimeter parking.

The following are prohibited in the Gardens: livestock animals pets open flames plant/fruit removal motor vehicles/cycles posting of printed matter to walls (e.g. promotional signs, banners etc.) without express advance permission.

The Park does not have a back-up power supply. Therefore, the Renter is responsible for a generator in case of power failure, if needed.

Absolutely no motorized vehicles (including motorbikes) are to enter the Park or drive on the lawns for any reason. Exceptional permission may be sought in advance only from the Director, in relation to preparations for an event, and may be used only under direct supervision of the Park Warden on duty.

The Renter will be responsible to pay in full for any needed repairs (or replacements) of damages to the lawns, facilities or structures resulting from the disregard of these Guidelines or instructions of the Park Warden on duty.

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Park Rental: Queen Elizabeth II Children's Park

The Rental Fees for the Children's Park are (i) \$50.00 for the rental, (ii) a refundable deposit of \$50.00 in case of damages, and (iii) \$25.00 per hour for staff overtime. The Renter receives exclusive right to use the car park, playground equipment, gazebo and restroom.

The Park Rental also affords the Renter (i) access to the site for 1-hour prior to the event for set-up; (ii) access to the site for 1-hour after the event for clean-up; and (iii) dedicated presence of the Park Warden on duty to assist and monitor the event/premises for the approved duration of the rental.

Events must finish by 6:00pm, except where exceptional advance permission is granted, and subject to staff availability. The refundable deposit is reduced or forfeited if the event runs beyond the approved rental time.

The use of double-sided tape (or any other strong adhesive) that may damage wall paint or structure finishes is strictly prohibited. Damage or even evidence of the use of the tape will result in the deposit not being returned.

All party decorations must be removed and disposed of immediately after the event. Break-down of event equipment and clean-up must start immediately to remain eligible to receive the refundable deposit. Leaving equipment on-site until days later forfeits the deposit.

Garbage generated by the event (especially food waste and containers) must be collected by the Renter and removed immediately after the event. In particular, garbage that exceeds the capacity of the on-site bins must be removed by the Park Renter the same day (or evening) of the event to discourage pests/vermin. Park Renter has the option to use additional or dedicated waste bins with their event, if desired.

Small group picnic lunches are permitted during the daytime, but the waste food/containers must be properly disposed of inside the trash bins on site. Feeding of chickens, cats or dogs is strictly prohibited in the Park or its perimeter parking.

The following are prohibited in Parks: livestock animals pets open flames plant/fruit removal motor vehicles/cycles posting of printed matter to walls (e.g. promotional signs, banners etc.) without express advance written permission.

The Park does not have a back-up power supply. Therefore the Renter is responsible for a generator in case of power failure, if needed.

Absolutely no motorized vehicles (including motorbikes) are to enter the Park or drive on the lawns for any reason. Exceptional permission may be sought in advance only from the Director, in relation to preparations for an event, and may be used only under direct supervision of the Park Warden on duty.

The Renter will be responsible to pay in full for any needed repairs (or replacements) of damages to the lawns, facilities or structures resulting from the disregard of these Guidelines or instructions of the Park Warden on duty.