



Townsend Park Info

Enclosed Shelter Rentals

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Enclosed Shelter Information

Welcome to Townsend Park! We want your event to be a success, please let us know of any questions or concerns you have prior to arrival!

The enclosed shelter is 30ft. by 60ft. in dimension. There are 24 folding tables 6 feet by 30 inches in dimension. There are 125 chairs. The maximum headcount for the shelter is 125. If you have a larger event you will need to rent additional areas to ensure sufficient parking for your group. There are six 8-foot picnic tables on the porch.

Features include a kitchen with counter space, a refrigerator, electric stove/oven, and hot and cold water at the sink. Outside there is a medium sized charcoal grill for your use. The bathrooms are attached to the building but are also for public use. The ladies room has five stalls including one barrier-free stall. The men's has 3 urinals, one regular stall and one barrier-free stall. There is a playground nearby, but not fully visible from the rental area.

Your reservation time of 10am to 10pm includes set up and clean up time. You must be cleaned up and out by the end of your rental period. **No rentals will be allowed to stay later than 10pm!**

Wedding parties may want to rent the shelter the day prior to their event in order to decorate and rehearse.

Your Enclosed Shelter rental only ensures use of the Shelter and of the lawn surrounding the shelter. If you want to use any other area of the park, you will have to rent that area additionally. Use of other park areas is limited to 7am– sunset.

Enclosed Shelter Rules and Guidelines

- ◆ **All** furniture, including chairs, must remain inside the building at all times. Porch picnic tables must stay on the porch.
- ◆ No vehicles are allowed in lawn areas, this includes delivery vehicles for chairs, tents, etc.
- ◆ If you are planning on paying the fee for use of a commercial grill or pig roast, please contact the Park Manager to discuss placement of these items.
- ◆ When decorating avoid use of nails, pins, tacks, duct tape, or anything that might mar or permanently damage beams, posts, walls or tables. All decorations must be removed at the end of your rental, plan your event timing accordingly.
- ◆ **Tents may not be erected on the Enclosed Shelter lawn.** Rental Chairs and outdoor decor must be set up and taken down the day of your event unless other sessions have been rented to accommodate them.
- ◆ No artificial flower petals are allowed for outside events. No glitter is allowed for use in any area. Helium balloons are not allowed inside any shelter.
- ◆ Please be aware of placement of large items in lawn areas, don't leave anything large for long periods of time. No stages or dance floors are allowed in lawn areas. No horseshoes are allowed in the lawn.
- ◆ The south side of the shelter (restroom side) is not available for reservation. The bridge near the shelter must stay open for public use.

Please understand we have many groups that reserve our park areas each season. These rules are in place to ensure that the park will be in good condition for your event, and for events in years to come.