



# Chesterfield County, Virginia Department of Parks and Recreation

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Robert W. Smet, CPRP  
Director

## Campsite Registration Form Chesterfield County Fairgrounds

Name: \_\_\_\_\_ Date(s) of Stay: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Cell ( ) \_\_\_\_\_ Emergency Contact # \_\_\_\_\_

Email: \_\_\_\_\_

Check One: I will be in a: Tent \_\_\_\_\_ RV \_\_\_\_\_ Please specify, Motorhome \_\_\_\_\_ Pull behind \_\_\_\_\_

Campsite # \_\_\_\_\_

Description of RV \_\_\_\_\_  
Year Make Model Length

State of Registration: \_\_\_\_\_ License Plate \_\_\_\_\_

Tow Vehicle: \_\_\_\_\_  
YEAR Make Model

List each occupant who will be staying in your campsite area.

Name(s) \_\_\_\_\_ / \_\_\_\_\_

Name(s) \_\_\_\_\_ / \_\_\_\_\_

Name(s) \_\_\_\_\_ / \_\_\_\_\_

## CHESTERFIELD COUNTY FAIRGROUNDS RENTAL RULES AND REGULATIONS

1. **ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND FIREARMS.** Alcoholic beverages, illegal substances shall **NOT** be brought or consumed on park properties. No illegal possession of weapons is allowed on Chesterfield County Park Property. Any person believed to be intoxicated, under the influence of illegal substances or illegally possessing a weapon shall be excluded from the property.
2. **An off-duty Chesterfield County Police Officer will be required for any event for youth between 14-20 paid directly by the applicant will be required for all facility uses for participants 12-18 years of age. In addition, there must be one adult chaperone for every fifteen participants. If deemed necessary, an additional staff will be required and an additional fee charged to the applicant.**
3. Any false information on the fairground rental application is cause for immediate end of use and the applicant and their guests must leave the premises immediately.
4. If the police are called as the result of any misconduct of the applicant or their guests the rental will end immediately and the applicant and all their guests shall be required to leave the premises immediately.
5. **ATTENDANCE BY A RESPONSIBLE PERSON.** A responsible person shall be at all functions held within park facilities. Such a person shall work cooperatively with park personnel to insure proper care of property and enforcement of park regulations. Applicant accepts responsibility for any damages that might occur during the period of use. The applicant agrees to save the County harmless from all claims for injuries of persons incurred while using the department facilities.
6. **CROWD LIMITATION.** Attendance shall be limited to the number stated on the fairground rental application. The applicant shall be directly responsible to the Fire Prevention Bureau for infractions.
7. **GROUND AND PROPERTY.** County property shall not be moved or removed from premises. The Parks and Recreation Department reserves the right to inspect the premises during any activity. Supplies provided for rentals include **tables and chairs** only. Any user leaving the facility unattended will be held responsible for any damage or theft that occurs. The user shall not modify or change the heating or cooling in affect during the building use.
8. **GROUP RESPONSIBILITIES.** The organization/individual using the facility shall be responsible for the proper conduct of persons in attendance and the care and cleanup of property which includes taking down all tables and chairs, putting them in storage and sweeping the floor. An adult must closely supervise all children. Fairgrounds usage shall be limited to the area(s) reserved by the group/individual.
9. **SIGNAGE/DECORATIONS OR STAGING.** Signage/decorations must be installed and removed so as not to deface or damage any park/building property. User **MUST** remove all signage/decorations before leaving the premises. Special equipment, such as lights, amplifiers, tents, mechanical rides, etc. is not permitted without a Special Events Permit. Balloons must be secured to a stationary object at all times, while inside the facility.
10. **PARKING.** Parking of vehicles on park grounds shall be confined to approved areas and users shall adhere to all traffic regulations in effect at that park. **Please do not park in front of maintenance roads or trails.**
11. **PETS.** Animals needed to provide assistance to persons with disabilities will be permitted to enter. Pets must be kept on a leash.
12. **Smoking Policy.** The Vietnam Veterans Memorial Building is a smoke-free facility.
13. **Fees/Charges:** Non-profit groups may conduct fund raising activities. Private and for-profit groups may not charge fees or charges.
14. **Refunds:** Refunds will be granted until two (2) weeks prior to the reservation date and must be requested in writing to the Parks and Staff contact. No refunds will be issued after this time. There will be a \$25 processing fee on all refunds. Refunds will not be granted for inclement weather unless the department closes the facility.
15. **Date Changes:** All requests for date changes must be put in writing and received at the parks and recreation administration office at least two (2) weeks prior to the original reservation date. Date changes are limited to availability.
16. **Outside Facilities.** Any use of the Chesterfield County Fairgrounds may require a special events permit.
17. **Check-Out Policy.** The using organization/individual is responsible for the fairgrounds and its contents during use.
18. **Rental Time:** Your use of the facility is for the exact time you pay to rent. There is no time provided before to set up and no time after provided for cleanup. You must pay to rent the facility for these purposes. The Fairgrounds will only be open during the exact hours for which you have paid to rent the facility.
19. **Extended rental time:** You will only be able to pay to extend your rental time during regular operating hours. Extended hours must be paid for two weeks prior to your rental date.

**I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE CHESTERFIELD COUNTY FAIRGROUND RENTAL RULES. (Revised as of 5/15/18)**

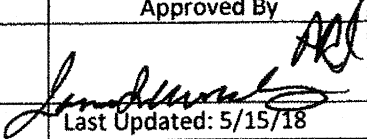
RENTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ADMINISTRATIVE PROCEDURE



Chesterfield County

Department of Parks  
and Recreation

Division	Subject	Approved By
Recreation	Campground Use at Fairgrounds	 Last Updated: 5/15/18

Chesterfield County Fairgrounds is equipped with campsites to accommodate overnight stays. Use of the campground is included with any reservation of the Fairgrounds.

All individuals camping overnight, whether in a tent or RV, must use marked, designated campsites. Event organizers will be supplied with a Campsite Map that shows a detailed map and description of available campsites. The event organizer (renter) may determine who gets which campsite, but every camper must be in a designated campsite.

The event organizer (renter) is responsible for ensuring all campers complete a Campsite Registration Form (attached). It is the responsibility of the renter to collect these Campsite Registration Forms and provide them to Chesterfield Parks and Recreation Staff. Parks and Recreation Staff will collect forms daily at the Fairgrounds, as needed.

The renter must ensure that all campers abide by the following Campground Rules and Regulations:

- All campers (RV and tent campers) are required to fill out a campground registration form.
- Only persons 18 years or older may register for a campsite. The registrant is responsible for the occupants of the campsite.
- The Event Organizer must collect all campsite registration forms and make copies available to the Parks and Recreation staff.
- Camping is only allowed in marked, designated campsites.
- All camping equipment must be set up within the parameters of campsite.
- Occupancy of each campsite shall be limited to not more than 6 persons or immediate family.
- No visitors shall be allowed between 10 p.m. and 8 a.m.
- Quiet hours shall be from midnight to 7 a.m.
- Restraints are not to be attached to park structures, trees or vegetation. Owners are responsible for cleaning up after their pets and to ensure pets do not disturb other campers.
- Ground fires are not permitted.
- Do not cut or scar any plants or trees.
- Alcohol Beverages are prohibited.
- Fireworks are prohibited.
- Litter and garbage should be deposited in the trash dumpsters provided or taken out of the campgrounds with you.
- A dump station is provided at Gate 4 for the proper disposal of wastewater.

Event Organizers may impose additional campground rules with the approval of Chesterfield Parks and Recreation.