



**Old Mill Park**  
2201 Caroline Street  
Fredericksburg, VA 22401  
540-372-1086

### **HOURS OF OPERATIONS**

**OPEN YEAR ROUND**

**DAWN TO DUSK**

- Dangerous currents are always present within the boundaries of Old Mill Park.
- As such, for your own personal safety, swimming and /or wading in the river is **strongly discouraged!**
- Should a water related emergency occur during your visit, dial *911* and report the incident and your location to the authorities.
- Your location is shown on the river warning signs on or near the river shoreline.

**Old Mill Park may be closed during inclement weather or due to conditions considered hazardous to the public's safety.**

**\*\* Please sign up for Fredericksburg Alerts at [www.Fredericksburgalert.com](http://www.Fredericksburgalert.com).**

**This is how you will be notified of any park closures or delays.\*\***

**OLD MILL PARK**  
**Rental Rates**  
**1 Shelter & Summer Hours only**

**4 Hour Blocks**  
**(9am-1pm) or (3pm-7pm)**

**10 Hour Blocks**  
**(9am-7pm/ All Day)**

Facility	Resident Deposit/Rental	Non-Resident Deposit/ Rental		Facility	Resident Deposit/ Rental	Non-Resident Deposit/ Rental
Shelter1	\$100/\$75	\$100/\$110		Shelter 1	\$100/\$120	\$100/\$190
Shelter 2	\$100/\$75	\$100/\$110		Shelter 2	\$100/\$120	\$100/\$190
Shelter 3	\$100/\$75	\$100/\$110		Shelter 3	\$100/\$120	\$100/\$190

Rental of the **ENTIRE** park is \$1,000 deposit/ \$1,000 rental per day.  
Rental of Half of the park is \$500.00 deposit/ \$500.00 rental and is only half day.  
Any rentals of the entire park will required proof of liability insurance of \$1,000,000.00 for the period covering the event.  
Which can be purchased here: <http://www.specialeventinsurance.com>

**2 Hour Blocks Schedule**  
**(1 Athletic Field)**

Facility	Resident	Non- Resident
Soccer Field	\$30	\$40

**Bounce Houses**

\$50 usage fee
Plus General Liability insurance

**Alcohol Usage Fees**

Alcohol Usage	1 Shelter	Multiple Shelters or Shelter & Open Space	Entire Park
Fee	\$100/\$100	\$200/\$200	\$500/\$500

These fees are **in addition** to the VA ABC License, deposit and rental fees for shelter, open spaces and/or entire park rentals.

Alcohol usage fees are **NOT** refundable even if all other fees are refundable (i.e. cancellation).

Virginia ABC License IS REQUIRED for any park rental that is consuming alcohol and is in addition to the alcohol fees listed above.

Virginia ABC License can be applied for here: (<http://www.abc.virginia.gov/licensing/obtainlicense.html>)

The attached Alcohol Policy and Contract Form is also required at the time of park reservation.

Parks, Recreation and Events department reserves the right to increase deposits and rental rates for users who have previously had deposits held.

Rental rates are by 4 or 8 hour blocks during the summer hours.

There are no partial hour payments.

Groups that leave early will not receive a pro-rated refund on unused portion of rental time.

## Old Mill Park General Rules & Regulations

Violators of the following rules and regulations will be subject to applicable penalties and the possibility of suspension from the park for a designated period of time. Please respect our rules; they are provided for the protection of park users as well as the natural beauty and historic values of the park. Please enjoy Old Mill Park.

1. **LIABILITY:** The City of Fredericksburg, Virginia, and or any of its officers or employees shall not be responsible for any personal injury or property damage. Permitted users of the park may be required to provide separate General Liability Insurance, at the discretion of the Parks & Recreation Staff, depending on the date, time, and nature of their permitted park usage.
2. **PICNICKING:** Picnicking is confined to designated areas only.
3. **SHELTER RENTAL:** The park shelter may be reserved in advance at the Dorothy Hart Community Center by a person, age 21 or older, by completing the Old Mill Park Rental Contract. The person signing the Old Mill Park Rental Contract assumes the responsibility of those persons in attendance during the rental period, to include underage drinking and other inappropriate behavior.
4. **PARKING:** Available parking to the public in designated area only. **NO vehicles permitted on the park grass without specific written permission by Parks and Recreation Department.**
  - a) **FEES:** No parking fees will be charged at Old Mill Park.
  - b) **CAPACITY:** Parking in unauthorized spaces will be subject to parking tickets.
  - c) **HANDICAPPED PARKING:** Handicapped parking spaces are not to be occupied by unauthorized vehicles.
5. **FIRES:** No person shall kindle, build maintain or use a fire other than in the grills provided for such purpose. Any fire shall be continuously under the care of a competent person (18) years of age or older. No person in the confines of the area owned by the City shall discard any lighted match, cigar, or other burning object. No open fires or gas grills are permitted in the park.
6. **LITTER:** Any person littering the area shall be denied the privilege of area use and shall be guilty of a misdemeanor.
7. **TRASH:** No person will deposit, dump, drip or place any refuse of any kind in or on park property, except into the receptacles provided for trash disposal.
8. **VANDALISM, TAMPERING, OR DESTRUCTION OF PROPERTY:** No people willingly mark, cut, deface, injure, tamper with, displace, or remove any man - made or natural item in the park. The discharge of vehicular fluids in the park is prohibited; the action of such is subject to prosecution.
9. **DOGS:** Unleashed animals are not permitted in the park, and are subject to a \$25.00 fine. Owners must pick up after their dogs or be subjected to a fine of \$25 per offense. More info here: <https://ecode360.com/28966950>
10. **NOISE:** Excessive radio volume is prohibited. City noise ordinance is enforced.
11. **WATER:** Use of any natural body of water within the Park or its tributaries, for drinking, dumping or any other purpose is prohibited
12. **CAMPING:** Camping in Old Mill Park is by permit ONLY. A separate Camping Permit application, along with corresponding fees, deposits, insurance, and a list of campers is required.
13. **ALCOHOL:** A Virginia ABC License is required for any rentals that are consuming alcohol. Go here to apply for a license (<http://www.abc.virginia.gov/licensing/obtainlicense.html>) A separate alcohol usage fee is required and payable to the City of Fredericksburg.
14. If using the Canal Path / Heritage Trail the event planner may submit 4 copies of their 8.5"wide x 11"tall laminated event flier to Fredericksburg Parks, Recreation & Events Department for display in the City Trailside Kiosks (4 locations along the trail). Fliers must be portrait and laminated and are to be submitted to the Fredericksburg Parks, Recreation & Events office no less than one month prior to the event for display in the kiosks.
15. **CLOSING:**
  - a) There is **No Trespassing** within the park after dark.
  - b) **GATE:** Gate to the park will be locked when river conditions are approaching flood stage within the park. Any vehicle remaining within the park enclosure will have information placed under its windshield wiper regarding vehicle removal.

## Old Mill Park General Rental Policies

1. Contract must be filled out in its entirety and approved by an authorized representative of the Parks, Recreation, & Events Department of the City of Fredericksburg. Proper insurance verification must be presented when deemed necessary according to the event or function type.
2. Payment of rental fee and deposit is required at the time of reservation; requested shelters will not be placed on hold. Deposits will be refunded if the shelter is returned to its original condition (i.e. no damage, trash is removed, etc.).
3. Deposit refunds will require **4 weeks** for processing unless paid by credit card. Credit card refunds will take **5** business days to process.
4. Cancellation requests must be received at least **2 weeks** in advance of the rental date in order to qualify for a full refund of rental fee and deposit. Cancellation requests received less than **2 weeks** in advance will qualify for a refund of the deposit only. Cancellation due to weather or other reasons not under the control of the City are not subject to refund. Shelter rentals occur in four hour blocks. No refunds will be issued for unused time from a rented block.
5. Rental of the facility entitles the user group to use of the shelter **ONLY**. Use of any additional Shelter or available space without a prior rental agreement is strictly prohibited. **In addition, no unauthorized vehicles or equipment are allowed next to or near the shelter unless prior written permission is granted by an authorized representative of the Parks, Recreation & Events Department of the City of Fredericksburg.**
6. Dogs are to be leashed at all times and proper cleanup is required. The undersigned shall be responsible for cleanup and care of equipment and the facilities used. Failure to do so will result in the loss of privileges and possible penalty assessment.
7. A Virginia ABC License is required for alcohol consumption within a rented Shelter. There is NO Alcohol permitted outside of a rented Shelter. The applicant is responsible for securing an ABC license, if applicable.  
(<http://www.abc.virginia.gov/licensing/obtainlicense.html>)
8. The applicant will be responsible for the actions and behavior of ALL persons involved with, or located at, the picnic shelter during the scheduled hours of the activity, to include underage drinking.
9. Dangerous currents are always present within the boundaries of Old Mill Park. As such, for your own personal safety, swimming and /or wading in the river **is strongly discouraged!** Should a water related emergency occur during your visit, dial 911 and report the incident and your location to the authorities. Your location is shown on the river warning signs on or near the river shoreline.

\*\* Please sign up for Fredericksburg Alerts at [www.Fredericksburgalert.com](http://www.Fredericksburgalert.com). This is how you will be notified of any park closures or delays. \*\*

**PLEASE REPORT ALL PARK DEFICIENCIES, VANDALISM, ETC. TO  
THE PARK- MAINTENANCE PERSONNEL ON PROPERTY.**

**\*\*Any changes to the rental contract must be done in writing and turned into the Dorothy Hart Community Center two weeks prior to the date of your rental\*\***

# Old Mill Park Rental Contract

Date of Event: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Title: \_\_\_\_\_ Requested Space: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Number of Cars: \_\_\_\_\_

Open to the public Yes  No  Time of Usage 9am to 1pm  3pm to 7pm

Need Electric: Yes  No  Need Water (non-drinkable): Yes  No

*Additional Equipment to be brought* \_\_\_\_\_

Lessee's name \_\_\_\_\_ Phone: \_\_\_\_\_

Lessee's E-mail: \_\_\_\_\_

Lessee's Address \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_ Contact Phone \_\_\_\_\_

Person Responsible for Clean-up \_\_\_\_\_ Phone \_\_\_\_\_

Send Refund To (if different from above) \_\_\_\_\_

\_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

I, \_\_\_\_\_ (contact person), as representative of the \_\_\_\_\_ in  
Group/Business/Responsible Party \_\_\_\_\_

consideration for the use Old Mill Park, 22401 Caroline Street Fredericksburg, VA for myself and all my legal representatives do hereby agree and undertake to save and hold harmless, release and forever discharge the City of Fredericksburg, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of the City from any and all actions, demands or claims for damages to persons or property, that may arise out of the use of said City property specified here, without regard to a negligent act or omission of the applicant, the City of Fredericksburg, or any other person, organization, firm, or corporation acting on behalf of the City.

***By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general rental policies for Old Mill Park, and the prescribed responsibilities for Old Mill Park lessees. I further understand that my failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my guests exit the park in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld.***

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name (First & Last)*

\_\_\_\_\_  
*Lessees Signature*

## FOR STAFF TO COMPLETE

Permit # \_\_\_\_\_

Shelter 1  Shelter 2  Shelter 3  Canal Path/Heritage Trail  Athletic Field

Date of Rental \_\_\_\_\_ Day of Week \_\_\_\_\_

Times of Usage 9am to 1pm  3pm to 7pm

Deposit Fee \_\_\_\_\_ Rental Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Staff \_\_\_\_\_

Parks Copy Received Date \_\_\_\_\_ Staff \_\_\_\_\_ **Electric** Yes  No

**ALCOHOL POLICY & CONTRACT**

- A. **Lessee** is responsible to obtain all necessary, banquet special event or mixed beverage special event licensing from the Virginia ABC Board. Here: (<http://www.abc.virginia.gov/licensing/obtainlicense.html>)
- B. **Lessee** of the shelter/open space/entire park with alcohol permit is required to be covered by additional comprehensive liability special event policy in the amount of \$1,000,000.00 in effect the dates of facility use listing the City of Fredericksburg as the name insured, which is to be submitted to the office 2 weeks prior to rental. Which can be purchased here: <http://www.specialeventinsurance.com>
- C. **Lessee** is required to pay an additional deposit of \$100.00 for 1 shelter, \$200.00 for more than 1 shelter or/and open space, and \$500.00 for entire park, in addition to the current deposit fees. These deposits are refundable provided there is no damage and the area is returned clean.
- D. **Lessee** will pay a usage fee of \$100.00 for 1 shelter, \$200.00 for more than 1 shelter or/and open space, and \$500.00 for entire park. This will cover any additional administrative time required to track permitting and scheduling, which is to be submitted to the office no later than 2 weeks prior to rental.
- E. Alcohol **will only** be consumed in the rental area (shelter, open space or entire park) that is covered by the ABC permit. **No** alcohol will be permitted outside the rental area.
- F. Alcohol usages fees are **NOT** refundable even if all other fees are refundable. (i.e. cancellation)
- G. **Lessee** assumes responsibility for all guests that consume alcohol during their event.

I, \_\_\_\_\_ (contact person), as representative of the group/responsible party \_\_\_\_\_ in consideration for the use of Old Mill Park, 2201 Caroline Street, Fredericksburg, VA for myself and all my legal representatives do hereby agree and undertake to save and hold harmless, release and forever discharge the City of Fredericksburg, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of the City from any and all actions, demands or claims for damages to persons or property, that may arise out of the use of said City property specified here, without regard to a negligent act or omission of the applicant, the City of Fredericksburg, or any other person, organization, firm, or corporation acting on behalf of the City.

**By my signature below, I certify that I have received a copy of, read, and fully understand the alcohol policy & contract for Old Mill Park rental. I further understand that my failure to meet any of these responsibilities or comply with the policy may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my guests exit the Park in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of alcohol fees and my deposit may be withheld.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Print Name (First & Last)

\_\_\_\_\_  
Lessees Signature

**FOR STAFF TO COMPLETE**

Insurance Certificate received                      yes  no

VA ABC Permit # \_\_\_\_\_ Rental Permit # \_\_\_\_\_

Date \_\_\_\_\_ Staff \_\_\_\_\_

Alcohol Deposit Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Staff \_\_\_\_\_

Alcohol Usage Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Staff \_\_\_\_\_

