

National Parks Trust of the Virgin Islands Park Rental/Use Guidelines



Park Rental Fee Schedule

Location	Activity/Event Type	Base Fee	Refundable Deposit	Staff Coverage
J. R. O'Neal Botanic Gardens	Civic Organisation or Fundraising	\$ 0.00	\$ 100.00	\$ 20.00 per hour
	Community Event: Fishlock Hall <i>or</i> Lawns	\$150.00	\$ 100.00	
	Community Event: Fishlock Hall <i>and</i> Lawns	\$300.00	\$ 100.00	
	Private Formal Event: (Dinner, Cocktail Party, Wedding) Fishlock Hall <i>and/or</i> Lawns	\$300.00	\$ 100.00	
	Commercial Event: Fishlock Hall <i>and/or</i> Lawns	\$500.00	\$ 100.00	
Queen Elizabeth II Park	Community Event: Whole Adult Park	\$600.00	\$ 100.00	
	Children's Birthday Party: Children's Park Only	\$ 50.00	\$ 50.00	

Park Rental Descriptions

Civic Organizations hosting fundraising events for community development projects or charitable causes will be exempt from the rental fee in both the **Joseph Reynold O'Neal Botanic Gardens** and the **Queen Elizabeth II Parks**.

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 Parks** 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.
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 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. Requests for camping in the J. R. O'Neal Botanic Gardens or the Queen Elizabeth II Parks are not being entertained at this time.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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/Use Guidelines



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) \$20.00 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.

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Park Rental/Use Guidelines



Park Rental: Queen Elizabeth II Adult Recreational Park

The Rental Fees for the Park are (i) \$600.00 for the rental, (ii) a refundable deposit of \$100.00 in case of minor damages, and (iii) \$20.00 per hour for staff overtime. The Renter receives exclusive right to use the car park and all structures within the Park perimeter.

The Park Rental also affords the Renter (i) access to the site the day prior to the event for set-up; (ii) access to the site the day after the event for equipment removal; (iii) use of the trash bins on-site; and (iv) 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 are subject to staff availability. The refundable deposit is reduced or forfeited if the event runs beyond the approved rental time, depending on degree of the over-run.

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 double-sided 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. Equipment left on site days later forfeit 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 Park does not have a back-up power supply. Therefore the Renter is responsible for a generator in case of power failure, if needed.

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.

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, relating to preparations for or clean-up after the event. In such case, the vehicle may be used only in the presence of and 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.