

PARK & EVENT RENTAL FAQs



PARK RENTAL GUIDELINES

- ☐ Park Pavilion and Picnic rentals begin January 1st each year.
- ☐ Park rentals are permitted from March 15 through November 15th.
- ☐ Rental hours are from Dawn to Dusk, never to exceed 9 am-7 pm.
- ☐ Park Restrooms are open annually from April through October.

Hours are as follows:

Byrd Park: 7:30 am – 7:30 pm

Dean Park: 7:30 am – 10:30 pm

Stonewall Park: 7:30 am – 7:30 pm



OUTDOOR EVENT VENUE RENTAL GUIDELINES

- ☐ Event venue availability is contingent upon scheduled City events. Rentals accepted April – October.
- ☐ Event venues and their available hours and amenities:
 - Harris Pavilion: 9 am- 8 pm
 - Maximum Capacity: 500 Standing, 250 Seated, 100 Seated at Tables
 - Restrooms open year-round during business hours
 - Manassas Museum Lawn: 9 am- 8 pm
 - Maximum Capacity: At City of Manassas discretion
 - Public Restrooms are located inside the museum during regular business hours
 - Liberia Lawn: 9 am - 7 pm
 - Maximum Capacity: 200 people
 - Restrooms open April – October from 9 am – 7 pm
 - Liberia House is open [select hours on Saturdays](#) from June through August and available for [tours by appointment](#) (additional fees apply)
 - Annaburg West Lawn and Courtyard: 9 am-7 pm
 - Maximum Capacity: 100 people
 - House open [select hours on Saturdays](#) from June through August and available for [tours by appointment](#) (additional fees apply)
 - No Public Restrooms
- ☐ All Reservation Requests are accepted on a first-come, first-served basis, no more than 1 year in advance of the requested date. No individual or organization may request more than one rental per month per facility.
- ☐ Any event with over 200 in attendance, if alcohol is being offered for consumption or sale, if street closures are necessary, or if traffic control is required requires a [Special Event Permit](#). Additional requirements and fees may need to be met under the application.

INDOOR EVENT VENUE RENTAL GUIDELINES

- ☐ Room availability is contingent upon scheduled City events.
- ☐ Rental hours are from:
 - Monday – Saturday 8 am – 9 pm
 - Sunday 1 pm – 9 pm
- ☐ Interior spaces have the following capacities:

- Mae Merchant Exhibit Hall: 150 seated, 100 seated with tables
- Family History & Education Center: 20 seated, 12 seated with tables
- ☐ The following tables and chairs are available for each space (applicant is responsible for supplying tablecloths):
 - Mae Merchant Exhibit Hall: Seven (7) 60" round tables and 60 chairs
 - Family History & Education Center: Six (6) 60" x 30" rectangular tables and 25 chairs
- ☐ All reservation requests are accepted on a first-come, first-serve basis, no more than 1 year in advance of the requested date.

PAYMENT & APPLICATION GUIDELINES

- ☐ Fully complete your application for approval by designated Parks, Culture & Recreation staff.
- ☐ Applications may be submitted online at cityofmanassas.recdesk.com or in person at the Manassas Museum.
- ☐ Dates will not be held without approval from designated Parks, Culture & Recreation staff.
- ☐ Once your event date is held, you are responsible for acquiring all documents, permits, etc. required for your event. All documentation must be received 45 days prior to your event date.
- ☐ Full payment for your event is required 45 days prior to your event date.
- ☐ Failure to complete documentation or payment will result in forfeiture of your security deposit and reserved event date.
- ☐ Security deposits are required for event venue rentals and may be required for park rentals based on the type of event. Security deposit is due at the time of application and will be reimbursed upon satisfactory completion of the agreement. Security deposit will be forfeited for exceeding total rental time by more than 59 minutes, for not cleaning up and disposing of all trash, or for any damages. Any charges in excess of the deposit will be billed to the applicant. Security deposits are refunded to the individual who made the payment. **If the applicant has any outstanding debts with the City of Manassas, the Treasurer's office may deduct part or all of the security deposit first to repay those debts.** Check reimbursements will take 4-6 weeks and will be sent to the payer's address on the agreement.

RENTAL PERMIT INFORMATION

- ☐ All finalized rentals will receive a Facility Rental Permit issued within 45 days of their event date.
- ☐ Designated organizer must keep this permit with them during their event, should proof be required.
- ☐ If someone is occupying your designated rental area, ask them to vacate. If you require further assistance, contact the non-emergency police department at 703-257-8000.

REFUND POLICY: HOW DO I CANCEL OR CHANGE MY EVENT?

- ☐ All requests for refunds, cancellations, and modifications must be submitted in writing to designated Parks, Culture & Recreation staff.
- ☐ Refunds will be issued to the individual who made the payment. **If the applicant has any outstanding debts with the City of Manassas, the Treasurer's office may deduct part or all of the refund first to repay those debts.** Check reimbursements will take 4-6 weeks and will be sent to the payer's address on the agreement.

The refund policy is as follows:

Designated Area	No Refund	Full Refund
Park & Athletic Field Facilities	Requests received less than 7 days prior to the event.	Requests received at least 7 days prior to the event.
Event Venue & Tournaments	Requests received less than 45 days prior to the event.	Requests received at least 45 days prior to the event.
Inclement Weather	Requests received more than 48 hours after the event.	Requests received less than 48 hours after the event.
Late Payment/ Cancellation Fee	Non-refundable	N/A
Administrative Processing Fee	Non-refundable	N/A

WHAT ARE THE RENTAL FEES?

	Fees	Non-Profit Discount
Event Venue (Monday-Thursday):	\$115/hour ^{1,2}	50%/event
Event Venue (Friday-Sunday & Federal Holidays):	\$125/hour ^{1,2}	50%/event
Event Venue-Large events: 200+ people (Friday-Sunday & Federal Holidays):	\$175/hour ^{1,2}	50%/event
Family History & Education Center	\$60/hour ^{1,2}	50%/event
Park Pavilions	\$40/hour	N/A
Picnic Areas	\$30/hour	N/A
Security Deposits (required for event venues)	\$250	N/A
After Hours Staff Attendant	\$30/hour	N/A
Additional Restroom Cleaning	\$100 /cleaning	N/A
Administrative Processing Fee	\$50/occurrence	N/A
Late Payment/Cancellation Fee	25%/invoice	N/A

¹ After hours staff attendant fee applies for events from 5p-9p inside the Manassas Museum

² Additional restroom cleaning fee applies for events on the Manassas Museum Lawn with over 200 attendees

QUESTIONS?

Please contact the Parks, Culture & Recreation division staff at:

City of Manassas
Parks, Culture & Recreation
9101 Prince William Street
Manassas, VA 20110
Phone: 703-368-1873
Website: manassasva.gov/parks