

Event Scheduling Online Picnic Reservation System How To:

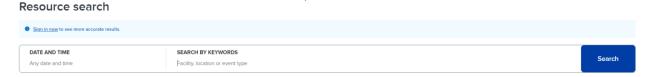
Step 1: Review our <u>website</u> to determine whether or not your desired location is reservable online.

If your location is not reservable online, submit a Picnic Application.

- We have applications available in other languages. This is located on the website above.
- Processing times vary depending on our workload. Busier seasons (Spring/Summer) will have longer wait times. Plan ahead if possible.

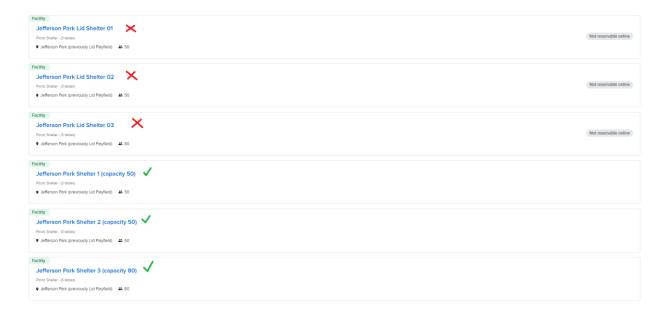
Step 2: To self-reserve, visit our Online Self-Booking Page.

Step 3: Type in your desired park in the keyword box.



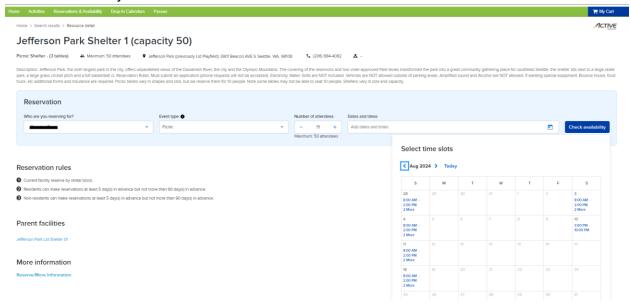
Step 4: Select your shelter of choice to view availability.

- Select the option without "zero (0)"

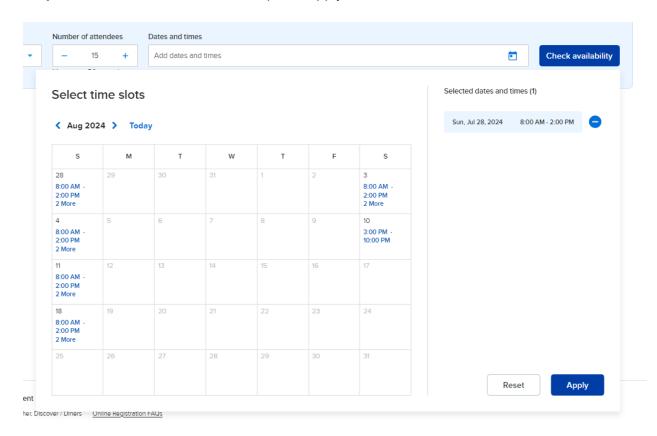


Step 4: From there, you will be able to view available dates and times 5-90 days out.

- Note that you will need to create an account to make a reservation.



Step 5: Select the date and time and press Apply and Proceed.



Step 6: You will be asked several questions which are required to book the space.*

Step 7: Press Add to cart , then Check out

Step 8: Complete your reservation by making payment by card or electronic check.

*Note that by using our online reservation system you are agreeing that:

- -You have no more than the listed number of participants for that site. See site 'capacity'
- -Do not have special equipment (i.e. bounce houses, laser tag, tents over 400 sq ft, face painter, animal artist, etc.).
- -Will not have catering. Catering is deemed as onsite meal preparation by a professional. Professional catering being dropped off/picked up does not apply.

If any of those items apply you must submit a picnic application: Picnic Application

Note all online reservations are final: no adjustments, no additions, no refunds