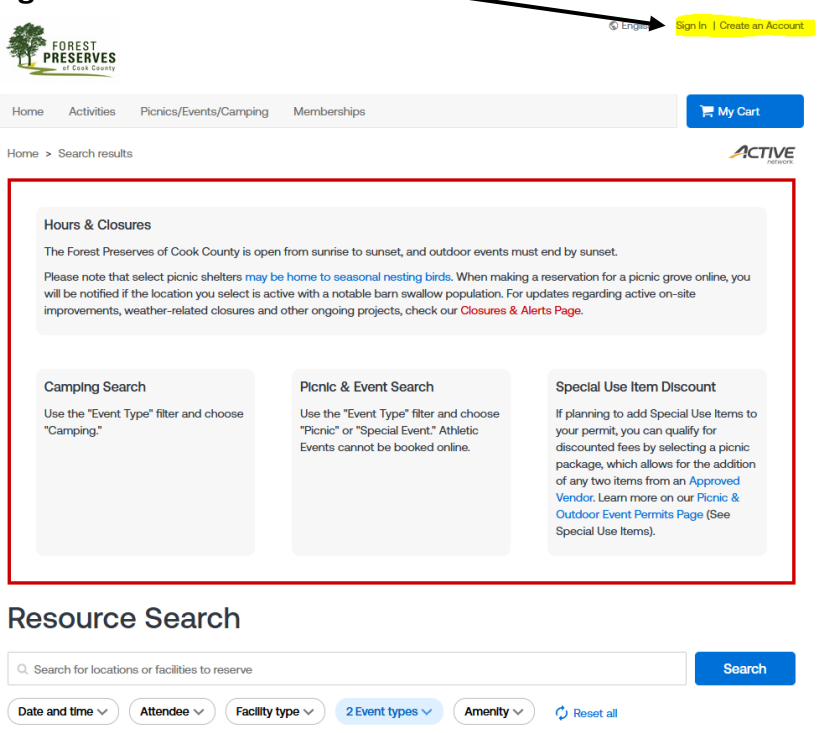
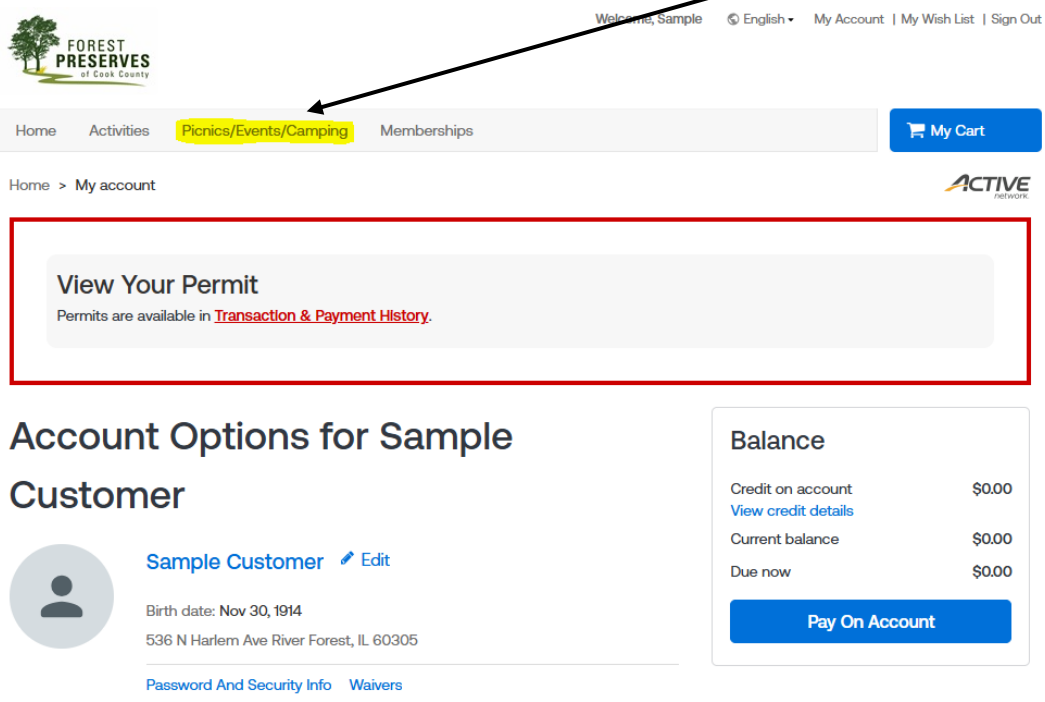
How to Book a Picnic Permit Online

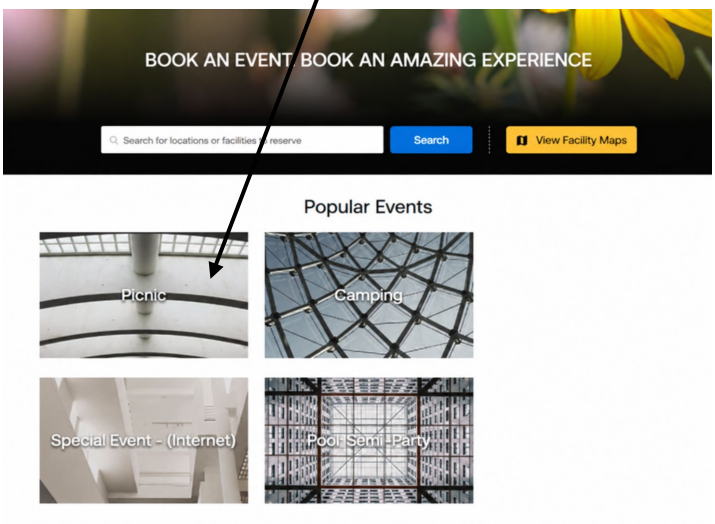
1. **Follow this link: Permit Reservation Link**
2. **Sign In or Create an Account**



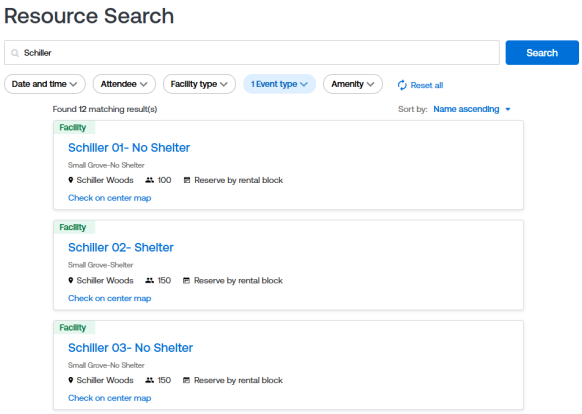
3. **Once signed in, click on "Picnics/Event/Camping"**



4. **Select “Picnic”**

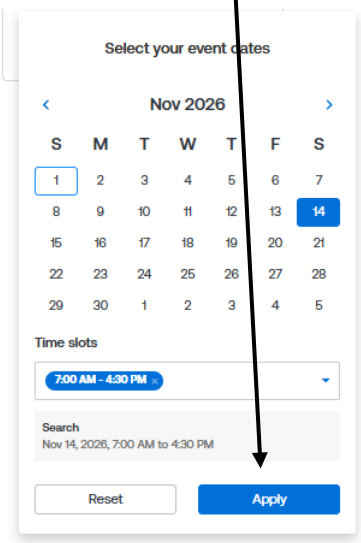


5. **In the “Resource Search” bar, type in name of preserve and select the desired picnic grove.**

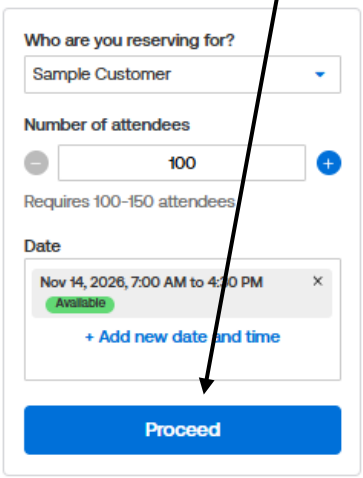


6. **In the Facility openings calendar, click on your desired date.**

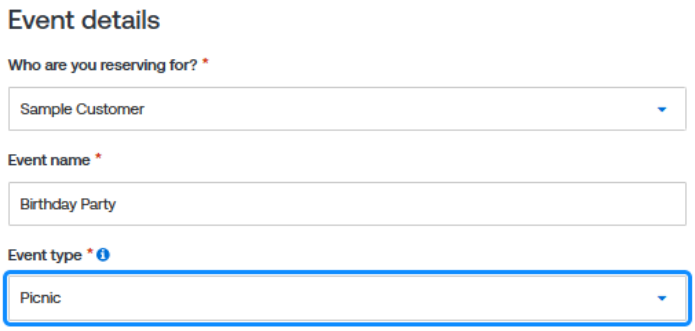
7. **Click on “Apply”**



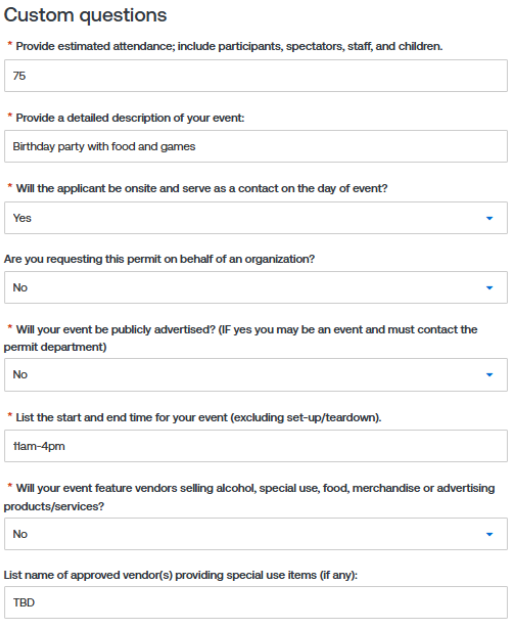
8. **Set number of attendees (minimum of 100 even if party is less than 100 people), click on “Proceed.”**



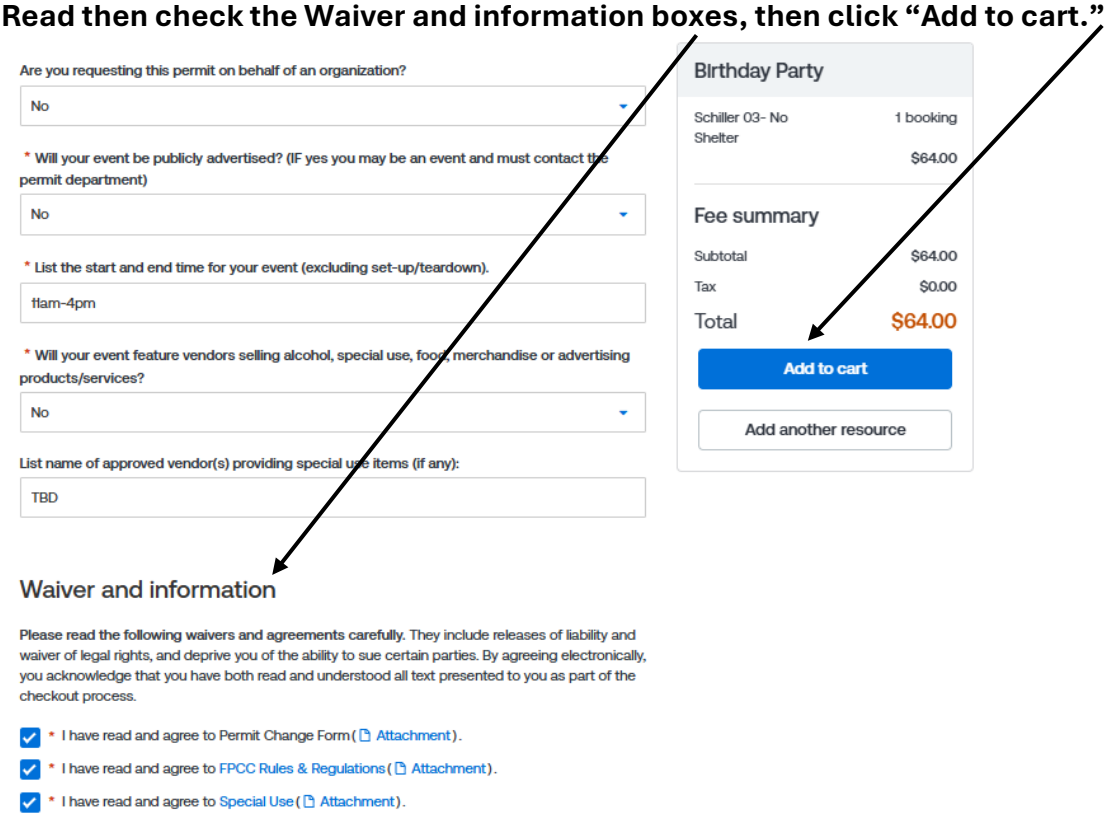
9. **Complete the Event details and select “Picnic” as the event type.**



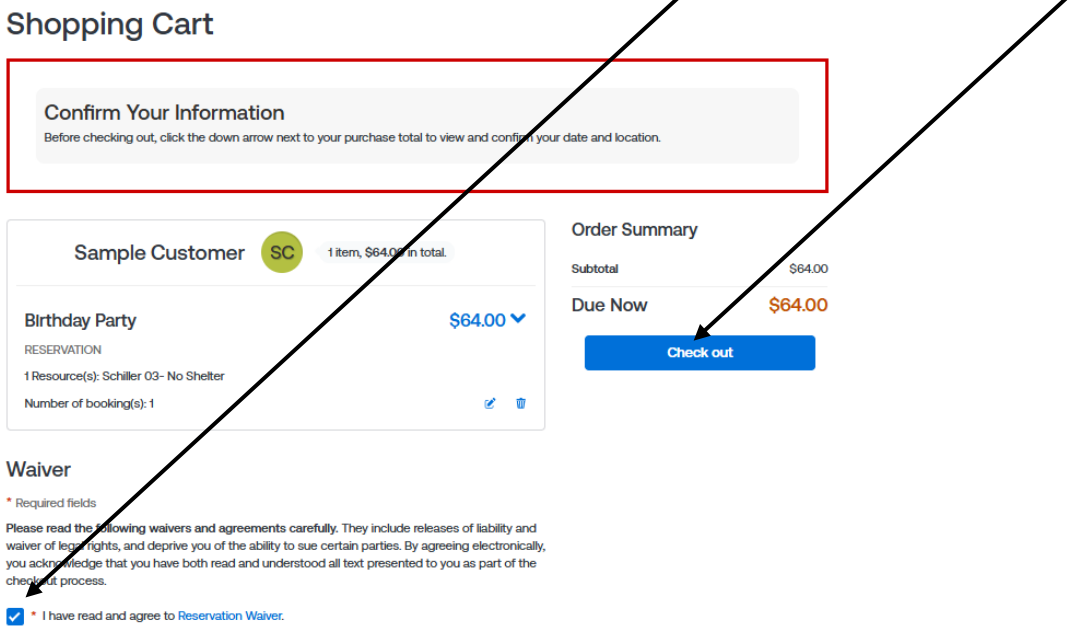
10. Complete Custom questions (be specific with number of attendees here)



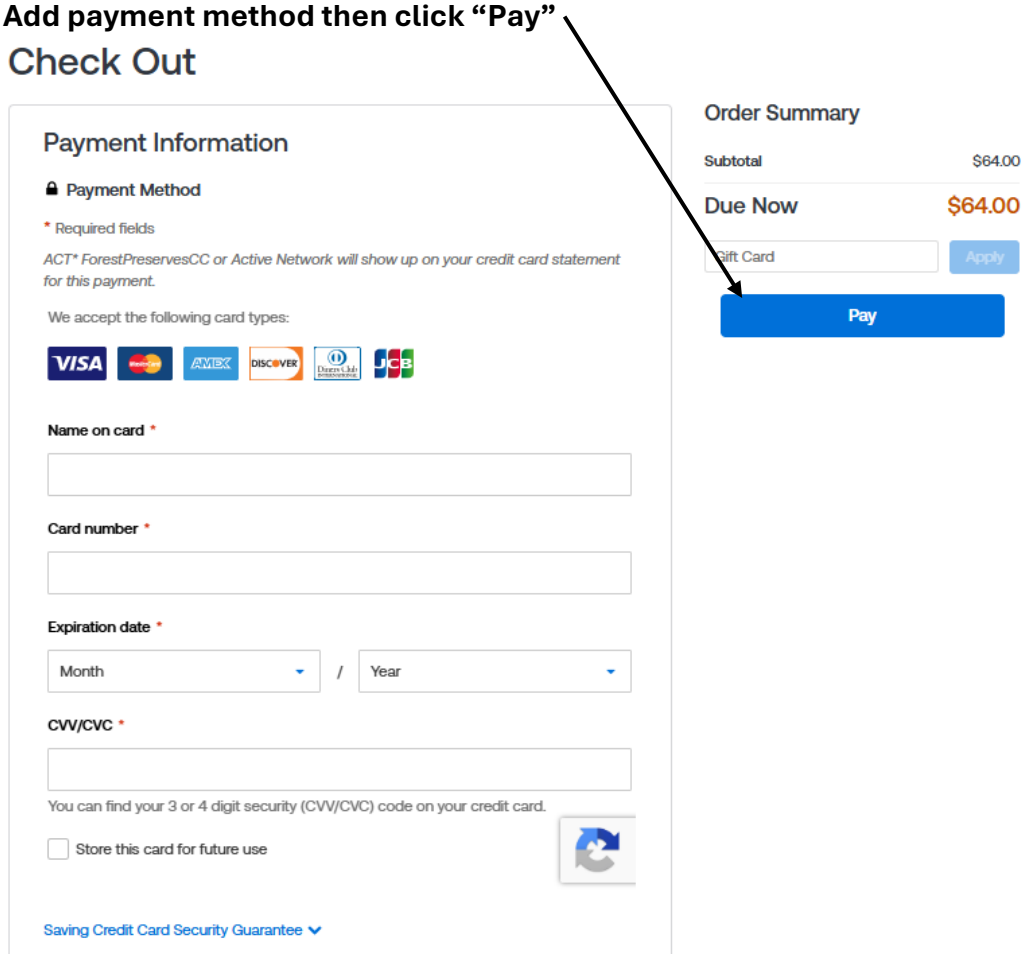
11. Read then check the Waiver and information boxes, then click "Add to cart."



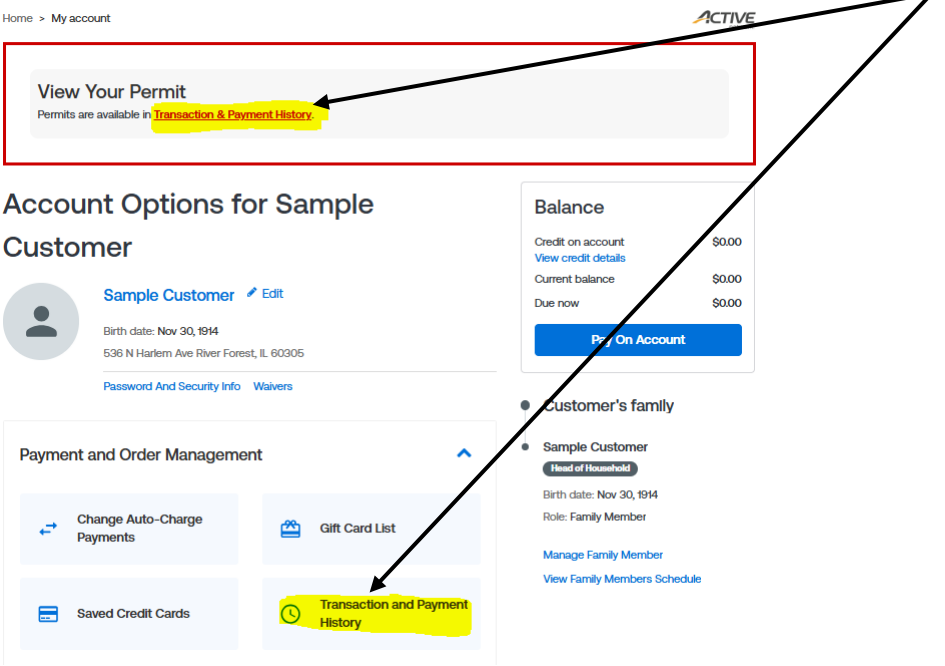
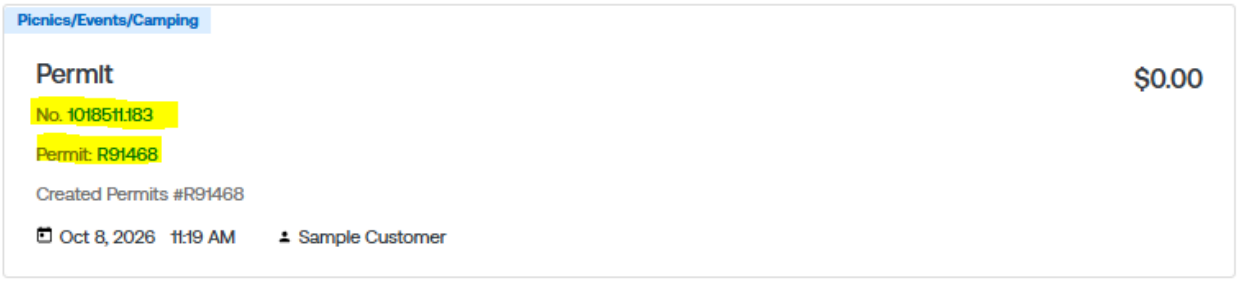
12. Confirm your information, check the waiver box, then click on “Check out.”



13. Add payment method then click “Pay”



14. **Once paid, you can view, download and/or print your permit or receipt on your account page by clicking on "Transaction and Payment History."**



15. **In the example below, No. 1018511.183 is the receipt and R91468 is the permit.** Once clicked on, each will open.