



Administrative office mailing address and location: 7 Fan Hill Road, Monroe, CT 06468

DATE OF APPLICATION: _____ DATE RECEIVED IN PARKS AND RECREATION OFFICE: _____ APPROVAL STAMP: _____

PLEASE PRINT AND COMPLETE ALL INFORMATION

Person/group requesting use _____

Purpose for which facility will be used _____

Total number of people expected _____ Number of residents _____ Number non-residents _____

Date _____ Time In _____ Time Out _____

Pool side: No earlier than 8:30am and must vacate by standard sunset time (for picnics/events April 6-May 24 and September 3-November 9)
From Memorial Day Saturday through Labor Day Monday must vacate by 8:30 pm. (for picnics/events May 25-September 2)

Lake side: No earlier than 8:30am – standard sunset all times. (April 6-November 9)

CHECK FACILITY REQUESTED

Pool side

[] Pond View (close to gravel parking lot) [] Rotary Pavilion (close to basketball court)

285
Cutler's
Farm Rd.

Is power needed? [] Yes [] No

Having amplified music? [] Yes [] No (Read regulations on use of music on second page)

Game equipment use (Pond View ONLY) [] Yes [] No (volleyball, bocce, ga ga pit, horseshoes)

Full service bathrooms available by flag pole area only.

Lake side

- [] Oak Grove (back picnic area under trees near trail with tables/grills only-no power/no cover)
[] Cedar Grove (small picnic area under trees near large fishing bridge with a grill and four picnic tables-no power/no cover) Max. 25
[] Concession Pavilion (Not available during programming-area has picnic tables, power, covered area and but no grill)

454 Purdy
Hill Rd.

Having amplified music? [] Yes [] No (Read regulations on use of music on second page)

Full service bathrooms available for use from early April through mid-October. All other times a portable toilet is available.

Do you plan to have alcohol at your picnic? []Yes []No

If yes, the "Alcoholic Beverage Release, Indemnification and Waiver Agreement" must be submitted at time of application.

Special Event Coverage - Gatherguard.com - use CODE 0501-1837

Possession or consumption of intoxicating substances, including alcohol & beer, is prohibited in all areas without the written permission and approval of the Parks & Recreation Commission at their monthly meeting. Plan accordingly when choosing your date and submission of required paperwork.

For a field request - must use field form separately and/or call office for availability and rates

Checks payable to the "Town of Monroe" or credit card info must be submitted with application. RATES AND PAYMENT INFO ON REVERSE SIDE. A full refund is available if picnic is cancelled one full month prior to reservation date. Other cancellations receive credit towards future picnic THIS season. If we close the park due to weather we will contact you to cancel event and issue refund. There are no "rain date" bookings.

STICKERS are required for parking at the pool side paved lot. Non stickered vehicles use overflow lot. If your event is on the lake side of the park you will be given a special pass for your guests to show at guardhouse. If any changes in plans occur, contact the Parks and Rec. Office (452-2806) Monday-Thursday 8:30am-4:00pm and Friday 8:30am-1:00pm.

The undersigned does hereby individually and as duly authorized agent for the applicant hold the Town of Monroe harmless from any loss claim expense or liability arising out of persons and groups using Town of Monroe Parks and Recreation facilities pursuant to this application. The undersigned, individually and as duly authorized agent for applicant further agrees to comply with all rules and regulations (see reverse side) associated with the Town of Monroe Parks and Recreation facilities. The person applying for picnic permit must be the same, as listed on application and in attendance at all times with a legible copy of your driver's license submitted. This person will be the only point of contact from our office in regards to your event.

Printed Name _____ Address _____

Telephone # _____ Signature _____

Email address _____

Note: Submit this application to the Parks and Recreation Office in Town Hall within two (2) weeks of request or area will be rebooked. Approved application must be presented to Monroe Parks and Recreation Staff, Park Ranger or Police Department upon request.

THE TOWN OF MONROE RESERVES THE RIGHT TO BILL FOR ANY SHORTFALL DUE TO LARGER GROUPS THAN REPRESENTED HEREIN ATTENDING THE EVENT THAT IS THE SUBJECT OF THIS APPLICATION.

See second page for rules of having your event with us.

Non-profit organizations or schools must submit a check and proof of Non-profit status from their organization or school to receive the discounted rate or the higher rate will be charged.

Non-profit organization/school and company fees are based upon physical location of organization/school/company not the residency of person booking event.

Day camps, day cares, pre-schools, private sports camps are companies/businesses.

FAMILY/FRIENDS PICNICS: To receive resident rate paperwork and payment must be from a FULL time Monroe resident and attending the event.



Group Picnic Res	Weekday		Weekend & Holidays	
	Res	Non Res	Res	Non Res
Family/Friends				
50 and under	\$100	\$200	\$160	\$320
51-100 guests	\$175	\$350	\$250	\$500
101-200 guests	\$250	\$500	\$340	\$680
Company/Business				
50 and under	\$175	\$350	\$275	\$550
51-100 guests	\$285	\$570	\$425	\$850
101-200 guests	\$395	\$790	\$575	\$1,150
Non-Profit Org/School				
50 and under	\$100	\$200	\$145	\$290
51-100 guests	\$150	\$300	\$225	\$450
101-200 guests	\$200	\$400	\$305	\$610

Cedar Grove Only (max 25)	\$25	\$50	\$35	\$70
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Check# Amt If paying by check you must provide your driver's license # of person writing check or reservation request will not be accepted.

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Master Card Visa Discover

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Exp. Date

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security code from back of card

Name as it appears on card _____

Billing address is same as address above. If different please provide billing address [include city, state, zip] _____

This is a commercial/company credit card. Please provide company name _____

By my signature I authorize the Town of Monroe, Parks and Recreation Department to charge above credit card _____ date _____

1. BEHAVIOR

- A. POSSESSION OR CONSUMPTION OF INTOXICATING SUBSTANCES, INCLUDING ALCOHOL AND BEER, IS PROHIBITED IN ALL AREAS WITHOUT THE WRITTEN PERMISSION OF THE PARKS AND RECREATION COMMISSION.
- B. Each picnic group is responsible for informing all guests of all park rules and regulations.

2. PARKING/VEHICLE ADMISSION

- A. All vehicles parked in the pool side paved lot must have a current Wolfe Park sticker or risk receiving a parking ticket from the Monroe Police Department (\$30 fine). Sticker requirement waived at the lake areas. Park stickers are issued to residents and pool members - restrictions will apply.
- B. Other vehicles should park in the overflow/non-sticker lot in straight lines as indicated on the signs.
- C. Any state handicapped stickered vehicle may park in any of the designated handicapped spaces.
- D. All vehicles must park in the lots only - they can only temporarily pull near the picnic areas for loading and unloading purposes. Vehicles parked in the picnic area are subject to police action. Vehicles in paved lots must park in marked spaces only. Observe the "No Parking" signs on Cutlers Farm Road and surrounding streets.
- E. Sticker/fees not required for working catering/food truck vehicles. These are the only vehicles allowed to park near the reserved picnic areas.
- F. Bus parking allowed in the pool side overflow lot only, buses are not allowed on the lake side of the park. Drop off/Pick up Only.

3. FEES A seasonal membership or daily fee is required for admission to the pool (check pool rules).

4. REFUSE/VANDALISM

- A. Place all garbage in containers provided or in plastic bags.
- B. Place coals in the bins and not in the garbage or woods.
- C. Groups not cleaning up or causing damages will be billed the total cost (including labor) of all repairs and maintenance plus will be required to post a \$100 deposit If future usage is permitted.

5. CLOSING - Lake side of park closes at dusk every night and gates will be locked. Plan accordingly.

Pool side - Before Memorial Day and after Labor Day everyone must leave by sunset.

Between Memorial Day weekend and Labor Day the picnic must be over by 8:30pm.

6. AMPLIFIED MUSIC (PICNIC AREAS)

- A. Sound is restricted to picnic area – it shouldn't be able to be heard outside of the picnic area.
- B. Face speakers away from Cutlers Farm Road/Great Hollow Lake Beach area.
- C. If music is too loud or inappropriate for a public family park, staff will ask group to lower the volume/change genre as per "A" above. Future use could be in jeopardy.