



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 LEGIBLY AND COMPLETE ALL INFORMATION REQUESTED

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 \_\_\_\_\_

Lake side: No earlier than 8:30am and must vacate by standard sunset time (for picnics/events April 11, 2026-May 22, 2026 and September 8, 2026-November 7, 2026)

From Memorial Day Saturday through Labor Day Monday must vacate by 8:30 pm. (for picnics/events May 23, 2026 -September 7, 2026)

**CHECK FACILITY REQUESTED (Please read carefully)****Lake side**

454 Purdy Hill Rd.

Full service bathrooms at main building available mid-April through 1<sup>st</sup> week of October only! All other dates portable toilet in use.

No cars/trucks or bounce houses on cement sidewalk areas in park.

Lake Concession Pavilion (Not available during programming. Area has picnic tables, power, covered area, but no grill. Close to main parking and playground)

Is power needed?  Yes  No

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

Oak Grove Picnic Area (Large picnic area under trees near trail/field #5 with picnic tables and grills. No power/no cover)

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

\*Do you plan to have alcohol at your picnic?  Yes  No

Remember no glass containers of any kind permitted.

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 &amp; beer, is prohibited in all areas without the written permission and approval of the Parks &amp; 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 NEXT PAGE. 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.** The person listed on the application is the only one the office staff will communicate information with. Payment used must match below with a photo identification copy collected at time of booking. This person must be on site for the entire picnic.

**STICKERS are required to enter the park at the guard house entrance or pay car entrance fee. If part of an approved picnic, last name of the host must be given to staff when arriving and match the paperwork we have on file. Staff will be checking.**

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 \_\_\_\_\_

# \_\_\_\_\_ Street \_\_\_\_\_

Town \_\_\_\_\_

Zip \_\_\_\_\_

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.**

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

**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 AND FOR LEAVING AREAS RENTED IN UNSATISFACTORY MANNER OR DUE TO DAMAGE.**

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 who is attending the event.

Check#	Amount	If paying by check you must provide the driver's license # of person writing check or reservation request will not be accepted.		
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Group Picnic Res	Weekday		Weekend & Holidays	
	Res	Non Res	Res	Non Res
<b>Family/Friends</b>				
50 and under	\$120	\$240	\$180	\$360
51-100 guests	\$175	\$350	\$250	\$500
101-200 guests	\$250	\$500	\$340	\$680
<b>Company/Business</b>				
50 and under	\$175	\$350	\$275	\$550
51-100 guests	\$285	\$570	\$425	\$850
101-200 guests	\$395	\$790	\$575	\$1,150
<b>Non-Profit Org/School</b>				
50 and under	\$100	\$200	\$145	\$290
51-100 guests	\$150	\$300	\$225	\$450
101-200 guests	\$200	\$400	\$305	\$610

Master Card  Visa  Discover

Exp. Date \_\_\_\_\_ CVV number \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Billing address of credit card is same as address above.  Yes  No, address is: \_\_\_\_\_ and who: \_\_\_\_\_

This is a commercial/company credit card. Please provide company name and address: \_\_\_\_\_

By my signature I authorize the Town of Monroe, Parks and Recreation Department to charge above credit card \_\_\_\_\_ Date \_\_\_\_\_

If you are considering a wedding/civil union or baptism type of event, please contact the office before filling out any paperwork to discuss restrictions. Your event doesn't automatically include beach/lake access pending time of season.

#### 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). Park stickers are issued to residents and pool members only - restrictions will apply. Approved and paid picnic permit holders will receive instructions on how to have their groups enter for a picnic at Great Hollow Lake. (See front page)
- 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 staff and/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. **REFUSE/VANDALISM**

- A. Place all garbage in containers provided or in plastic bags.
- B. Place coals in the bins at your site 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 using the card on file.

#### 5. **CLOSING** - Lake side of park closes at a designated time listed on website and no later than 8:30 pm from Memorial Day Saturday through Labor Day Monday. Gates will be locked so plan accordingly.

Pool side - Before Memorial Day and after Labor Day everyone must leave at designated time on website.

Between Memorial Day Saturday through and Labor Day Monday the picnic must be over by 8:30pm as gate gets locked at 9:00 pm.

#### 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 and/or turn off music. Failure to comply could result in picnic being asked to leave for the remainder of the day without refund and prevent your group from renting in the future.**