

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

DATE OF APPLICATION \_\_\_\_\_

DATE RECEIVED IN PARKS AND RECREATION OFFICE \_\_\_\_\_

**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 no later than 8:30pm between Memorial Day & Labor Day. Sunset all other dates.

Lake side: 8:30am - sunset all times.

**CHECK FACILITY REQUESTED**

**Pool side**  Pond View  Rotary Pavilion

Is power needed?  Yes  No

Having amplified music?  Yes  No see reverse side

Game equipment (Pond View ONLY)  Yes  No volleyball, bocce, horseshoes, shuffleboard

**Lake side**  Oak Grove  Cedar Grove - NO POWER AVAILABLE AT EITHER OF THESE AREAS

Concession Pavilion (Not available weekends May 28-September 5)

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

If yes, the "Alcoholic Beverage Release, Indemnification and Waiver Agreement" must be submitted with this application.

Possession or consumption of intoxicating substances, including alcohol & beer, is prohibited in all areas without the written permission and approval of the Parks & Rec. Commission.

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

Checks payable to the "Town of Monroe" or credit card info must be submitted with application or the application CAN NOT be accepted. 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.

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. I will be in attendance at the park for the entire picnic.

**You must submit legible copy of your driver's license**

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 park staff or police 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 Reverse Side For Rules**

**Our first priority is the health and safety of our community. All programs and events are subject to change and/or cancellation based on COVID-19 conditions and federal, state and local mandates, regulations and guidelines.**

Non profit organizations or schools must submit a check 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 Monroe Resident**

\* = Maximum number allowed for any one picnic

Group Type	WEEKDAY		WEEKEND/HOLIDAY	
	Monroe Resident	Non Resident	Monroe Resident	Non Resident
<b>Family/Friends</b>				
50 people & under	\$100	\$200	\$160	\$320
51-200* people	\$175	\$350	\$250	\$500
<b>Company/Business/Day Camp/Day Care/Pre-Schools</b>				
50 people & under	\$175	\$350	\$275	\$550
51-200* people	\$285	\$570	\$425	\$850
<b>Non Profit Organization/School</b>				
50 people & under	\$100	\$200	\$145	\$290
51-200* people	\$150	\$300	\$225	\$450
Cedar Grove (max 25) any type	\$25	\$50	\$35	\$70

**PAYMENT INFORMATION – all info must be complete to process**

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Check# Amt If paying by check you must provide your driver's license # of person writing check or registration will not be accepted.

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Master Card  Visa  Discover

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Exp. Date

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 vehicles. These are the only vehicles allowed to park near the picnic areas.

F. Bus parking allowed in the pool side overflow lot only, buses are not allowed on the lake side of the park.

**3. FEES** A seasonal membership or daily fee is required for admission to the pool (subject to change – 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 sunset 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 with group totally out of park by 9:00pm.

**6. AMPLIFIED MUSIC (POOL SIDE 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.

C. If music is too loud park staff will ask group to lower the volume as per "A" above.

D. Non-complying groups will be asked to leave the facility thereby putting future applications in jeopardy.