

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

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.

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 _____

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 – 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) sand/beach volleyball, bocce, cornhole, horseshoes

Lake side Cedar Grove Oak Grove - NO POWER AVAILABLE

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

Do you plan on having alcohol at your picnic? Yes No

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

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.

STICKER PARKING ONLY IN THE POOL SIDE PAVED LOT MEMORIAL DAY WEEKEND TO LABOR DAY. If your event is on the lake side of the park your guests should let staff at guard house know as sticker requirement would be waived. 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 a 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

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.

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

Only Monroe residents can host picnics at Wolfe Park and are limited to 100 guests.

| Group Type | WEEKDAY | WEEKEND/HOLIDAY |
|---------------------------------------|------------------------|------------------------|
| Family/Friends | Monroe Resident | Monroe Resident |
| 50 people & under | \$100 | \$160 |
| 51-100* people | \$175 | \$250 |
| Company/Business | | |
| 50 people & under | \$175 | \$275 |
| 51-100* people | \$285 | \$425 |
| Non Profit Organization/School | | |
| 50 people & under | \$100 | \$145 |
| 51-100* people | \$150 | \$225 |

* = Maximum number allowed for any one picnic

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 between Memorial Day weekend and Labor Day 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 park members - restrictions apply.
 - B. Other vehicles should park in the overflow/non-sticker lot in straight lines as indicated on the signs at the pool side of the park.
 - 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.
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.
 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.