



Middletown Recreation
1 Kings Highway
Middletown, NJ 07748
732-615-2260 / recreation@middletownnj.org
middletownnj.org/recreation

Picnic Permit Application

A. Required Documents: The following documents are required for obtaining a facility permit from Middletown Township Department of Recreation. Please be advised a permit will not be granted until all documents are received. All information (application, fees, etc.) must be received at least one week prior to requested permit date(s).

- Completed Request Form (page 3 of this Packet).
- Proof of residency of the organization or resident.
- Proof of nonprofit status (if applicable).
- Payment in the form of check, credit card, or money order. All checks made payable to: Middletown Recreation.

B. Rules and Regulations: The rules and regulations listed here apply to all properties under the jurisdiction of the Middletown Township Department of Recreation. The group and/or person(s) requesting this permit agrees to abide by the following:

- No person shall cut, deface, injure, remove or disturb any building, fence, bench or other structure, apparatus or property. No person shall pick, cut or remove any shrub, tree, bush or flower. No person shall mark or write upon any building, fence, bench or other park structure.
- Fires permitted in grills only.
- Use of abusive or profane language is prohibited.
- Disorderly persons are subject to arrest.
- All animals must be leashed.
- Horseback riding is not permitted except in designated areas.
- Firearms or throwing stones or other missiles are prohibited.
- Soliciting, selling or offering for sale any goods is permitted only by special permit from the Department of Recreation.
- No person may consume, or posses beer, wine, liquor or other intoxicating substances within any park area.
- No person may consume, possess or be under the influence of illegal or dangerous drugs of any kind.
- Baseball, softball, golf and basketball are permitted in designated areas only.
- It is not permissible to hold, conduct or address any public assemblage or to take part in any public debate or discussion without first obtaining a written permit from the Department of Recreation and Middletown Police Department.
- No person shall distribute any circulars, cards, or written matter or post, paste, affix any placard, notice or sign within the parks without first obtaining a written permission from the Department of Recreation.
- Grounds will be closed from 10:00pm-7:00am except where otherwise specified.
- Motorized vehicles are restricted to parking lots and roadways. Non-licensed operators and non-registered vehicles are prohibited from all park areas.
- Hunting or trapping is prohibited.
- Gambling or betting is prohibited.
- Dumping or littering is prohibited.
- Violations of any of the above is punishable by a fine not to exceed \$500 per offense or occasion.

- t. Bounce houses, food trucks, pony rides, or other vendors are not permitted without obtaining a written permit from the Department of Recreation which will require additional permits, fees, insurance and approval from our Joint Insurance Fund. Four months noticed is required.
- u. **Please note:** Use of speaker systems, disc jockeys, etc. are permitted in the park in connection with the picnic rentals, however, the noise level must be kept to a minimum in order that it does not disturb the surrounding residential neighborhood. This will be strictly enforced by the park police.

C. Picnic Facilities Available:

- a. Our Primary picnic areas are:
 - i. Bodman Park Picnic Shelter
 - 1. 12 Tables, 4 Grills, Water Fountain, Electricity
 - 2. 160 Person maximum
 - 3. Water is available in restrooms.
 - ii. Poricy Park Gazebo
 - 1. 5 Tables, Electricity available
 - 2. 30 Person maximum
 - 3. Bathroom facilities available for additional staff fee
 - iii. Poricy Park Fire Ring Area
 - 1. 4 tables
 - 2. 50 Person maximum
 - 3. Bathroom facilities available for additional staff fee
 - 4. **Fire Ring use requires additional cost of permit from Twp Fire Marshall**
 - iv. All parks have the potential to be rented out for a picnic. Each park's amenities vary by location. Please check our website to see more specifics as to what is offered at each site. Or call the Recreation Department for suggestions.
www.midletownnj.org

D. Inclement Weather: In the event of inclement weather you will be given a refund. If a new date is requested, the payment for your original date may be applied to your rain date.

E. Scheduling: Picnic areas are permitted to be rented between March and November. Depending on the weather, rentals outside these times may be permitted.

F. Fees: Fees are set for the by the Middletown Township Municipal Code 127-24.Z as follows:

- a. **Picnic Fees:** Additional hours may be allowed for an increased fee.
 - i. Bodman Park
 - 1. Resident (Non-Profit Groups): \$50 for up to 4 hours
 - 2. Resident groups: \$75 for up to 4 hours
 - 3. Non-Resident groups: \$90 for up to 4 hours
 - ii. Poricy Park Gazebo
 - 1. Resident (Non-Profit Groups): \$20 for up to 4 hours
 - 2. Resident groups: \$40 for up to 4 hours
 - 3. Non-Resident groups: \$60 for up to 4 hours
 - iii. Additional Facilities
 - 1. Resident (Non-Profit Groups): \$20 for up to 4 hours
 - 2. Resident groups: \$40 for up to 4 hours
 - 3. Non-Resident groups: \$60 for up to 4 hours



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Organization/Group Name:

Please list two (2) responsible adults requesting facilities:

1. Name:

Full Address:

Email:

Phone:

2. Name:

Full Address:

Email:

Phone:

Resident Non-Profit (proof of 501c3 required)

Resident

Non-Resident

Bodman Park

Resident (Non-Profit Groups): \$50

Resident groups: \$75

Non-Resident groups: \$90

Poricy Park Gazebo/Other Facilities

Resident (Non-Profit Groups): \$20

Resident groups: \$40

Non-Resident groups: \$60

Please print below the facility, dates and times requested. Please type or print clearly.

Options	Facility Requested	Day and Date Requested	Time Requested	Total Due
1 st Choice				
2 nd Choice				

All checks should be made payable to: Middletown Township Department of Recreation

Completed forms should be mailed to the address listed above.

I have read the Rules and Regulations and will ensure my group in its entirety will abide.

Print Name

Signature

Date