



**Middletown Recreation**

1 Kings Highway

Middletown, NJ 07748

732-615-2260 / [recreation@middletownnj.org](mailto:recreation@middletownnj.org)

[middletownnj.org/recreation](http://middletownnj.org/recreation)

## **Wedding Ceremony/Exchange of Vows Permit Applications**

- 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. One person being married must be a resident of Middletown to receive the Resident fee. Non-Residents are still permitted to apply but are subject to a higher fee.
  - Certificate of Insurance: Name of person making request should be as it appears on the Insurance Certificate. Coverage must be for no less than \$1,000,000.00 Bodily Injury/Property Damage Combined Single Limit. Middletown Township must be named as additional insured: Middletown Township, 1 Kings Highway, Middletown, NJ 07748.
  - 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 possess 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.

- p. Hunting or trapping is prohibited.
- q. Gambling or betting is prohibited.
- r. Dumping or littering is prohibited.
- s. 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 rental, 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.
- v. For each location, the following apply:
  - i. 25-person maximum
  - ii. Table or chair rentals are not available nor permitted
  - iii. Tents are not permitted
  - iv. You may not block off or mark out the area prior to the start of your event

**C. Park Areas Available:**

- a. Our Primary wedding areas are:
  - i. Ideal Beach, Bayside Parkway, North Middletown (to the left of Ocean Ave entrance)
  - ii. Poricy Park, 345 Oak Hill Road, Middletown (either: open field between Murray Farmhouse and Barn or Nature Center Pavilion)
  - iii. Additional areas may be requested and reviewed Or call the Recreation Department for suggestions. [www.middletownnj.org](http://www.middletownnj.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:** Wedding areas are permitted to be rented any time, depending on weather.

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

- a. Resident: one hundred dollars (\$100) for up to 2 hours
- b. Non-Resident: one hundred twenty dollars (\$120) for up to 2 hours

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Name:	
Full Address:	
Email:	Phone:

- ☐ Resident (proof of residency required) - \$100 up to 2hrs  
☐ Non-Resident - \$120 up to 2hrs

**Facilities:**

- ☐ Ideal Beach ☐ Poricy Park

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

Location	Type of Event	Day and Date Requested	Time Requested	# of Attendees

**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.

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**Print Name****Signature****Date**