

## Middletown Township Department of Recreation

Mailing Address: 1 Kings Highway – Middletown – NJ – 07748

Physical Address: Poricy Park Nature Center, 345 Oak Hill Rd, Red Bank, NJ 07701  
(732) 615-2260

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### Picnic Permit Application

#### A. Required Documents

The following documents are required for obtaining a facility permit from the Middletown Township Department of Recreation. Please be advised a permit will not be granted until all documents are received.

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

**PLEASE NOTE: ALL INFORMATION (APPLICATION, FEES & ETC.) MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO REQUESTED PERMIT DATE(S).**

#### B. Rules and Regulations

The group and/or person(s) requesting this permit agrees to abide by the following:

1. 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.
2. Fires permitted in grills only.
3. Use of abusive or profane language is prohibited.
4. Disorderly persons are subject to arrest.
5. All animals must be leashed.
6. Horseback riding is not permitted except in designated areas.
7. Firearms or throwing stones or other missiles are prohibited.
8. Soliciting, selling or offering for sale any goods is permitted only by special permit from the Department of Recreation.
9. No persons may consume or possess beer, wine, liquor or other intoxicating substances within any park area.
10. No persons may consume, possess or be under the influence of illegal or dangerous drugs of any kind.
11. Baseball, softball and golf are permitted in designated areas only.
12. 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.
13. 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 written permission from the Department of Recreation.
14. Grounds will be closed from 10:00pm – 7:00am except where otherwise specified.
15. Motorized vehicles are restricted to parking lots and roadways. Non-licensed operators and non-registered vehicles are prohibited from all park areas.
16. Hunting or trapping is prohibited.
17. Gambling or betting is prohibited.
18. Dumping or littering is prohibited.
19. Violation of any of the above is punishable by a fine not to exceed \$500 per offense or occasion.

The above rules and regulations apply to all properties under the jurisdiction of the Middletown Township Department of Recreation.

*C. Picnic Facilities Available*

Our primary picnic areas are:

1. Bodman Park
  - Grove #1
    - 25 Tables, 8 Grills, Water Fountain, Electricity
    - Shelter
    - 160 Person maximum
  - Grove #2
    - 9 Tables, 4 Grills, Electricity
    - 100 Person maximum
  - Water is available in restrooms.
  
2. Poricy Park
  - Gazebo: 15 Person maximum; Electricity available
  - Fire Ring Area: 50 Person maximum
    - **Fire Ring use requires additional cost of permit from Twp Fire Marshall.**
  - Restrooms are available but may require additional staff costs.
  
3. 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. [www.middlestownnj.org](http://www.middlestownnj.org)

**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 minimum in order that it does not disturb the surrounding residential neighborhood. This will be strictly enforced by the park police.

*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 forth by the Middletown Township Municipal Code 127-24.Z. **[Amended 6-10-1995 by Ord. No. 95-2414]** are as follows:

**PICNIC AREA**

1. Non-Profit Groups
  - a. Resident: \$50 for up to 4 hours
  - b. Non-Resident: \$60 for up to 4 hours
2. Private Groups
  - a. Resident groups: \$75 for up to 4 hours
  - b. Non-Resident groups: \$90 for up to 4 hours

Additional hours may be allowed at for an increased fee.

Organization/Group Name: \_\_\_\_\_

Please list two (2) responsible adults requesting facilities.

**1. Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**2. Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

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

**Non-Profit Groups:**

\$50 – Resident Groups

\$60 – Non-Resident Groups

**Private Groups:**

\$75 – Resident Groups

\$90 – Non-Resident Groups

Options	Facility Requested	Day & Date Requested	Time Requested	Total Due
1 <sup>st</sup> Choice				\$
2 <sup>nd</sup> Choice				\$

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

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

\_\_\_\_\_

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_