

**PICNIC FACILITY REQUEST INFORMATION**

**The following information should be included in all picnic facility requests**

On letterhead if possible – dated

Facility desired – No ball field usage @ Black Brook Park

Time needed – Start to finish

(Date(s) desired – including rain date

# of people expected (approx)

Activities Requested

Contact number & daytime phone number, that they can be reached at on picnic day

If event is catered, caterer must provide certificate of insurance naming “Township of Hanover” as an Additional Insured. If caterer uses propane fire grills, they must obtain permit from respective Fire Dept. **People cannot bring grills from home. Over 250 cylinder – permit needed.**

Insurance certificate for : Rides, DJ, Dunk Tank, Any Special Games from Vendor

**No alcohol and no smoking** is permitted at any Hanover Township facility.

If picnic requests are over 200 people, we cannot accommodate this size group. Call Morris County Park Commission 973-267-7631 or Craigmear Recreation Complex 973-697-4501

**PICNIC FACILITY CHARGES**

	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>INDIVIDUAL</b>	<b>\$155</b>	<b>\$310</b>
<b>NON-PROFIT</b>	<b>\$155</b>	<b>\$310</b>
<b>PROFIT ORGANIZ</b>	<b>\$220</b>	<b>\$440</b>
<b>USE OF GRILL</b>	<b>\$25</b>	<b>\$50</b>
<b>PARK CLEAN-UP</b>	<b>\$25</b>	<b>\$50</b>
<b>TENT USAGE</b>	<b>\$25</b>	<b>\$50</b>

Revised 1/24/13