

LAKE DENMARK PICNIC RESERVATION FORM

1. Date REQUESTED: _____ Group: _____

Start Time: _____ End Time: _____ # of People: _____ Type of Group: _____
(Estimated) (Adult/Children/Mixed)

2. POC: _____ Bldg. #: _____ Phone: _____ Email: _____

Alternate POC: _____ Phone: _____

3. Address (For off-post groups): _____

City: _____ State: _____ Zip: _____

4. Will alcoholic beverages be served? Yes _____ No _____

(If yes, alcohol must be purchased through The Club at Picatinny Catering and Conference Center. Contact 724-2582 to order)

5. The Lake Denmark ball field has been partnered for use with Rockaway Township. Starting at 3pm each weekday, the field may be scheduled for Rockaway use. On weekends, the ball field is available only from 11:00 am to 1:30pm for the picnic groups. As the Rockaway Township league schedules are finalized, other times may be available.

6. The cost to rent Lake Denmark is

- 1. Active Duty Military - \$225
- 2. DOD Civilian / Agency \$325
- 3. Private/ Public Use \$425

7. Payment in full is due at time of booking and is non-refundable.

Picnic Area Usage Information:

KEYS: Keys are required to open the building and to operate the grills. Keys are to be picked up PRIOR to your Picnic from MWR Operations office located in building 121A. Keys must be returned NLT than the next working day.

FOOD & ALCOHOL: Off-post caterers or food received from off-post caterers is not authorized for groups utilizing Lake Denmark. This includes food trucks, delivered food, and any outside caterers. Catering can be arranged by The Club At Picatinny Catering & Conference Center. Call 973-724-2582. Exceptions to this rule must be received in writing from the Picatinny Sales Team

GRILLS: Keys to the grills and operating instructions are to be picked up prior to your picnic at MWR Operations office located in building 121A. Your group is responsible for cleaning the grills. The grills are "as is use" and MWR is not responsible if they are not working on the day of your event. Cleaning brush will be provided by ODR. A "HOT WORK" Permit may be required from the Fire Dept. to use the grills at Lake Denmark. Hot work permits may be picked up from Bldg. 3173 from 0700 to 0900, M-F. Please contact Fire Dept., x4949 if you have questions.

SPORTS EQUIPMENT: Sports equipment must be rented from MWR Outdoor Rec prior to your event.(Call ODR at x4484 for details).

GARBAGE BAGS & CLEANUP: The picnic group is responsible for policing the grounds. You are responsible to provide your own garbage bags on the day of the event. Put all trash into the dumpsters and make sure the dumpster tops are secured. This is extremely important as we do not want bears scavenging thru the garbage.

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IMPORTANT INFORMATION

POC RESPONSIBILITY: An exception to the Alcohol Policy <http://www.pica.army.mil/outdoor/pdf/Alcohol%20Policy15.pdf> must be pre-approved 14 days prior to your event if alcohol will be served. The POC is responsible for the actions of the group.

CARS & VEHICLES: All cars should park in the upper parking lot by the ball field. **DO NOT PARK** along Lake Denmark Road as emergency vehicles would have great difficulty getting through.

WATER: The water at Lake Denmark has been tested and is usable. If you choose not to use it, you should plan on bringing drinking water with you.

CAUTION: Any ordnance found in the picnic area or by the lake should be reported to Picatinny Police by calling 911 **DO NOT TOUCH OR MOVE ANY ORDNANCE!!**

ANY problems with the picnic area should be reported to The Club at Picatinny at usarmy.theclubpica@army.mil.

If you have ANY SECURITY PROBLEMS ON THE WEEKENDS, CALL Picatinny Police at 724-6666 or 911 REMEMBER to return all keys and recreation equipment to MWR Operations office at 121A Buffington Rd, Mon-Fri after the conclusion of your picnic.

There will be NO REFUNDS for Lake Denmark reservations unless canceled 60 days prior to the reservation date. Date change requests made at least 30 days prior to your original date will be honored if date is available. No changes or refunds during the 30 days prior to your picnic.

The Lake Denmark facility is an “as is” rental. This means that you agree to rent the space in the condition it is in. The maintenance and funding schedule is limited for this facility. You may service the grass or other areas you see fit to accommodate your event with approval from the management team at The Club at Picatinny. By signing this agreement, you agree to the statement above.

The Club at Picatinny reserves the right to refusal rental of Lake Denmark without cause

All payments must be made by credit card 14 days prior to your event.

A 3% administrative fee will be added to every rental at Lake Denmark

The Club at Picatinny - usarmy.theclubpica@army.mil - Bldg. 121 973-724-2582

It is the responsibility of The Picatinny Sales team to provide for and maintain good sanitation and health practices for all food service functions at Picatinny Arsenal. They will be the sole source of commercial food services rendered at Lake Denmark Picnic Area. This does not prohibit you from doing a “pot-luck” function you will just need written approval from The Club at Picatinny to proceed.

The Club at Picatinny has a variety of picnic menus and options.

POC Signature	Staff Initials	Date	RCT #
Payment Amount _____	Payment Date _____		
The Club at Picatinny POC _____			