

## LAKE DENMARK PICNIC RESERVATION FORM

<b>DATE OF EVENT:</b>	<b>EVENT NAME:</b>		
<b>START TIME:</b>	<b>END TIME:</b>	<b>ESTIMATED # OF GUESTS:</b>	<b>ADULTS / CHILDREN / MIXED:</b>
<b>GUARANTOR / POC:</b>		<b>GUARANTOR / POC's ADDRESS:</b>	
<b>GUARANTOR / POC's PHONE NUMBER(S):</b>		<b>GUARANTOR / POC's EMAIL ADDRESS:</b>	

1. Will alcoholic beverages be served? Circle or highlight one:                   **YES      NO**  
 (If yes, alcohol must be purchased through The Club at Picatinny Catering and Conference Center. Please contact 973-724-2582 to order alcoholic beverages.)
  
2. 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.
  
3. The cost to rent Lake Denmark is:

a)	Active Duty Military Use	\$300
b)	Retired Military / DoD Agency	\$375
c)	Private / Public Use	\$425

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

### PICNIC AREA USAGE INFORMATION

**KEYS:** Keys are not required to open the building and to operate the grills. Approximately one week before your event, you will receive an email with the punch codes to the locks on the bathroom doors.

**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 by calling 973-724-2582. Exceptions to this rule must be received in writing from the Picatinny Sales Team.

**GRILLS:** A "Hot Work" Permit from the Fire Dept. is required to use the grills at Lake Denmark. Hot Work Permits may be requested by emailing [usarmy.pica.usag.list.picatinny-chief-fire-officers@army.mil](mailto:usarmy.pica.usag.list.picatinny-chief-fire-officers@army.mil). The grills are "as is" use, and MWR is not responsible if they are not working on the day of your event. Your group is responsible for obtaining the permit and cleaning the grills. Cleaning brush will be provided by MWR Outdoor Rec. The lock code will be included in the email you receive approximately one week before your event.

**GARBAGE BAGS & CLEANUP:** Your 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 bears will scavenge through the garbage.

**SPORTS EQUIPMENT:** Sports equipment must be rented from MWR Outdoor Rec prior to your event. (Please call 973-724-4484 for details).

**IMPORTANT INFORMATION**

**POC RESPONSIBILITY:** An exception to the [Alcohol Policy](#) 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](mailto:usarmy.theclubpica@army.mil).

If you have ANY SECURITY PROBLEMS ON THE WEEKENDS, CALL Picatinny Police at 973-724-6666 or 911. REMEMBER to return all recreation equipment to MWR Operations Office at 121A Buffington Rd, at the conclusion of or the day after 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 the new date is available. No changes or refunds may be made during the 30 days prior to your picnic. Date change requests due to predicted inclement weather must be made at least 72 hours before your event day.

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.

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 and can be reached at 973-724-2582 or via email at [usarmy.theclubpica@army.mil](mailto:usarmy.theclubpica@army.mil).

<b>GUARANTOR / POC's SIGNATURE:</b>			<b>TODAY'S DATE:</b>
<b>FOR STAFF USE ONLY</b>			
<b>EVENT NUMBER:</b>	<b>PAYMENT AMOUNT:</b>	<b>PAYMENT DATE:</b>	<b>RECEIVED BY:</b>