



# Application for Group or Non-Resident Permit

*Use this application if you are a group or non-resident requesting use of the Park*

**Please Print**

**Applicant Information**

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representative / Applicant: \_\_\_\_\_  Non-resident  Resident

Address: \_\_\_\_\_ Photo I.D. # \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Does your group have insurance?  Yes  No **IF yes**, please provide a Certificate of Insurance naming the Monroe Joint Parks, the Town of Monroe, and the Village of Monroe as additional insured.

Certificate Included  Certificate to Follow (prior to event)

**Event Information** *Use back of form for event narrative*

Facilities Requested:  Lower Pavilion  Upper Pavilion  Area (specify) \_\_\_\_\_

Purpose of: \_\_\_\_\_ date: \_\_\_\_\_ time: \_\_\_\_\_ - \_\_\_\_\_

# of Guests: **Total** \_\_\_\_\_ ( \_\_\_ Children \_\_\_ Adults). Do you need electric  Yes  No

**The Park Board must approve your request in writing. You must submit this application to the MJPRC for approval at least 1 week prior to their regular monthly meeting.**

**Fee Schedule\*\*:** Please submit 2 separate checks, (1) for the fee, and (1) for a deposit\*

# People	Fee	Deposit*	Total
20-49	\$150	+ \$50	= \$200
50-99	\$250	+ \$100	= \$350
100-249	\$400	+ \$200	= \$600
250-500	\$750	+ \$350	= \$1100
& up	Call 783-4906 for quote		

\* Refunded provided area is free of all garbage and damage.

- Monroe Joint Park Commission may not be named in any advertising of an event in Smith's Clove Park.
- All music, D.J., Band etc., require prior approval. **(9p.m.cutoff)**
- Park Hours: 7:00am to 11pm
- No Rain Dates... No refund of fee if applicant cancels event
- Admission for any event in Smith's Clove Park is forbidden.
- No alcoholic Beverages
- Make Checks Payable to: **MJPRC**
- Fires must be contained to authorized area and fully extinguished
- Parking Permitted in designated areas only
- **Additional Fee may Apply for Parties over 500**
- If approved, the Board may impose additional requirements

\*\* The MJPRC reserve the right to adjust these fees depending on the type of event to be approved

*I, the undersigned agree that my guest and I will follow the rules and regulations governing the use of Smith's Clove Park and the area will be left cleaned and in proper order at the end of the event.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Return the Application along with checks and a self addressed stamped envelope to:

**Monroe Joint Park and Recreation Commission**  
**133 Spring Street Monroe, N.Y. 10950**  
**Att: Kristen Sikoryak**

**FOR OFFICE USE ONLY**

Application Approved:  Yes  No By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_ Date Fee Received \_\_\_\_\_ Insurance Submitted \_\_\_\_\_

Date Confirmation / Denial Sent \_\_\_\_\_ Date Deposit Returned \_\_\_\_\_