



Monmouth County Park System Picnics in the Park Fact Sheet

As you consider having your next get-together in a park pavilion, please refer the information below.

- There is *no* reserved parking for your group. Parking is first-come, first-served in the designated parking lots.
- A rental is for your invited guests only. You may not be open to the general public.
- Once you have secured your rental permit, upon arrival at the park, you may wish to check in with a Park Ranger to confirm your rental location and to get directions on how to drop off your supplies. If a Ranger is not in sight, phone the County Communications Center at (732) 577-8700. Be sure to let the dispatcher know your exact location so that they may send a Ranger to meet you.
- If you are considering hiring an on-site caterer or contracting with entertainers or any business, refer to page 2.
- The following are not allowed:
 - Smoking
 - Alcoholic beverages
 - Loud music, sound amplifiers, bullhorns or DJ's
 - Fireworks
 - Glitter, confetti, balloon launches
 - Generators or car batteries
 - Propane, open flames (sterno) or charcoal grills *inside* the shelter, pavilion or tent
 - Selling of any items
 - Raffles
 - Inflatable structures are restricted at certain areas
- Up to two roadside signs may be permitted by Park Manager, to direct guests to your site.
- No more than one pop-up canopy tent, 12' x 12' or smaller is permitted.
- A Dorbrook rental does not include admission to the sprayground. Separate registration and fee are required for this facility.
- Picnic tables are provided. There are no folding tables, although you may bring your own.
- Please dispose of all trash and recyclables in the designated containers.
- Refer to the complete list of park rules and regulations that you receive with your picnic permit.
- A full refund is issued, minus a \$5 processing fee, for cancellations received at least 10 calendar days prior to the date of your event. The park is open rain or shine and no refunds are issued for inclement weather.
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If you have any questions, please contact a Park Manager:

Holmdel Park	Adam Harran	(732) 946-9562
Shark River Park	Ryan Rochelle	(732) 728-1384
Dorbrook Recreation Area	Nick Podsvirow	(732) 542-1642, ext. 28
Turkey Swamp Park	Scott Schaaf	(732) 462-9265
Seven Presidents Park	Paul Bagdanov	(732) 229-7025
Thompson Park	Dan Bisti	(732) 842-4000, ext. 4293

Rental Pavilions, Tents and Shelter Buildings

Food Truck Guidelines

Individuals renting pavilions, tents and shelter buildings may hire food trucks or food caterers during the rented day. No more than (2) food trucks are permitted per rental.

For the purposes of this document, the term “Food Truck” refers to self-contained, driven, food delivery vehicle equipped to cook, prepare, serve, and/or sell food. Some, including ice cream trucks, may sell frozen or prepackaged food. Trailers are not permitted.

The Food Truck is permitted to serve only those invited guests of the individual renting the facility. The Food Truck is not permitted to sell or serve general park visitors. The Food Truck is not permitted to drive throughout the park soliciting business at any time.

The Food Truck must park in the designated area, adjacent to the rental facility. Park staff will direct the food truck to the designated parking area. A sign must be displayed referencing that they are providing a service for a private party – only.

The Food Truck owner is required to provide a certificate of insurance, naming the Monmouth County Park System as additionally insured, in order to operate on Monmouth County Park System Property. **The certificate must be delivered two weeks prior to the rental.** The insurance is to be emailed or delivered to the Superintendent of Parks.

Play Structures

There are three pavilions that may be available to host play structures and games within the Monmouth County Park System. Gaming trailers, bounce houses, inflatable structures and other party rentals may be permitted when associated with the following rented facilities: Thompson Parks Preston Grove Rental Tent, Dorbrook Recreation Area Barn View Rental Pavilion or Turkey Swamp Parks Sandy Run Picnic Pavilion. Any vendor providing games, play equipment or apparatuses is required to provide a certificate of insurance naming the Monmouth County Park System as additionally insured. **The certificate must be delivered two weeks prior to the rental.**

Entertainment

Entertainers may be permitted at rental facilities. Please contact the Superintendent’s office for information or questions. Any vendor providing entertainment is required to provide a certificate of insurance naming the Monmouth County Park System as additionally insured. **The certificate must be delivered two weeks prior to the rental.**

The required insurance limits and language that must be provided is attached. Please submit all insurance certificates (Accord) to:

Thomas E. Fobes
Superintendent of Parks
Monmouth County Park System
805 Newman Springs Rd.
Lincroft, NJ 07738
(732) 842-4000 ext. 4220
tfobes@monmouthcountyparks.com