

## Rental Pavilions, Tents, and Shelter Buildings



### Monmouth County Park System Guidelines for Your Upcoming Picnic in the Park

Thank you for reserving a picnic facility with the Monmouth County Park System! Please refer to these guidelines as you prepare for your visit.

- There is *no* reserved parking for your group. Parking is first-come, first-served in the designated parking lots.
- Your rental is for your invited guests only. You may not be open to the general public.
- Upon arrival, 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
  - Personal generators or car batteries
  - Selling of any items
  - Propane, open flames (sterno) or charcoal grills *inside* the shelter, pavilion, or tent
  - Raffles
  - Inflatable structures are restricted to Thompson Park Tent area, Dorbrook Barn View Area, & Turkey Swamp Park Sandy Run
- Up to two roadside signs may be permitted by the 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.

If you have any questions, please contact a Park Manager:

|                          |                |                         |
|--------------------------|----------------|-------------------------|
| Holmdel Park             | Chris DeMaio   | 732-946-9562            |
| Shark River Park         | Shea Gilliland | 732-922-4080            |
| Dorbrook Recreation Area | Nick Podsvirow | 732-542-1642, ext. 28   |
| Turkey Swamp Park        | Scott Schaaf   | 732-462-9265            |
| Seven Presidents Park    | Adam Harran    | 732-229-7025            |
| Thompson Park            | Paul Basquill  | 732-842-4000, ext. 4280 |

## 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. *(Exception – Food Trucks and Caterers are not permitted at Seven Presidents Oceanfront Park Memorial Day Weekend through Labor Day Weekend and Food Trucks and Caterers are not permitted at Dorbrook Recreation Area’s Field Side Pavilion or Court Side Pavilion at any time.)*

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.

All food trucks must be in accordance with and abide by all laws, rules, codes, standards, certifications, or regulations required by the State of New Jersey, Monmouth County and the local Municipality relating to the use and business of a Food Truck.

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. The vendor providing recreational equipment, such as a bounce house, inflatable apparatus, gaming trailer, so on and so forth, must include a portable generator for power. Electricity is not provided for the prementioned recreational equipment. Any vendor providing recreational equipment, such as a bounce house, inflatable apparatus, gaming trailer, so on and so forth, 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.**

Sprinklers or water features are not permitted.

### 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** are attached. Please submit all insurance certificates (Accord) to:

Matthew Coleman  
Superintendent of Parks Monmouth  
County Park System 805 Newman  
Springs Rd. Lincroft, NJ 07738  
732-842-4000 ext. 4220  
matthew.coleman@co.monmouth.nj.us