

**EATONTOWN RECREATION DEPARTMENT**

47 Broad Street, Eatontown, NJ 07724  
Phone: (732) 389-7607, Fax: (732) 389-7670  
Email: [rec@eatontownnj.com](mailto:rec@eatontownnj.com)

To be completed by the Recreation Office:

Event date: \_\_\_\_\_

Registration date: \_\_\_\_\_

Fee: \_\_\_\_\_ (\$200/\$350)

Fee due date: \_\_\_\_\_ (4 weeks before event date)

Deposit of \$50 paid on \_\_\_\_\_ (due at registration)

**Cancellation Policy: Must notify our office four weeks before event date for deposit to be returned. In case of rain event still runs, we do not cancel.**

**WOLCOTT PARK FACILITY USAGE**

The park can be reserved May-September on Saturdays/Sundays when not in use by Borough of Eatontown.

Weekday picnics may be approved on a case by case basis.

DAY OF EVENT IN CASE OF EMERGENCY CONTACT 732-542-0100

This permit entitles the group (below) to exclusive rights to the premises described herein on the date and time designated (below).

**EVENT DATE** \_\_\_\_\_ **TIME OF EVENT** \_\_\_\_\_ to \_\_\_\_\_

(The Park is to be closed no later than **Dusk.**)

**SET UP TIME** \_\_\_\_\_ **CLEAN UP TIME** \_\_\_\_\_ (This information is essential! A representative of the Parks Department will be meeting you. Please be prompt in arriving at this designated "Set Up" time. Minimum one hour before event)

**GROUP NAME** \_\_\_\_\_ **CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PRIMARY PHONE NUMBER** \_\_\_\_\_ **OTHER TELEPHONE NUMBER** \_\_\_\_\_

**TYPE OF ACTIVITY** \_\_\_\_\_ **PROOF OF RESIDENCY:** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED TO ATTEND** \_\_\_\_\_ (Not to exceed **250** people)

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

Will alcoholic beverages be consumed? \_\_\_\_\_ If so, will admission be charged? \_\_\_\_\_ If so, you must apply for an Alcoholic Beverage Control License. Please call the Borough Clerk at 732-389-7600 to obtain this license.

The fee for Eatontown residents is \$150.00. The fee for non-residents is \$300.00. An additional security deposit of \$50.00 is required for all groups using Wolcott Park. Please send check payable to the "**Borough of Eatontown**" to the address above. Your \$50.00 deposit will be returned to you after an inspection of the park is completed. Any cost for damage or excessive clean-up will be deducted from the \$50.00 deposit. Fee waivers are sometimes granted for Eatontown Borough entities only. If you feel that your organization may qualify for a fee waiver, please submit in writing your request to the Eatontown Recreation Department. Your fee entitles you to the following: the pavilion, the open field next to the pavilion, the barbecue pits around the pavilion, the picnic tables under the pavilion, the cost of maintenance and staff, water, electricity, bathrooms available, and the softball closest to the pavilion. The other two ball fields, Wolcott 1 & 2, and the tennis courts, are **not** included in the rental of the park. Please park in designated parking spaces only.

While the Borough of Eatontown maintains liability insurance covering the Borough for injuries or expenses occurring by reason of its negligence, the Borough does not carry insurance to provide payment for medical expenses occasioned by injuries unrelated the fault on the part of the Borough or its employees.

