LAKE DENMARK PICNIC RESERVATION FORM

($65/PICNIC)

1. Date REQUESTED:_____ Group:_____

Start Time:_____ End Time:_____ # of People:_____ Type of Group:_____
(Estimated) (Adult/Children/Mixed)

2. POC:_____ Bldg. #:_____ Phone:_____ Email:_____

Alternate POC:_____ Phone:_____

3. Address (For off-post groups):_____

City:_____ State:_____ Zip:_____

4. Will alcoholic beverages be served? Yes_____ No_____
(If yes, all alcohol must be purchased through The CGCCC system. Call them at 724-2582 to order.)

5. The Lake Denmark ball field has been partnered for use with Rockaway Township. Starting at 3pm each weekday, the field has been 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.

6. A $50 security deposit (done on a credit card imprint) is required in addition to the $65 rental fee. The deposit will not be processed if there is no damage and you return your picnic equipment bag to Outdoor Recreation, bldg. 3316.

7. Outside groups are required to request in writing to Chris Kunkel, Chief, Community Recreation, Bldg. 34N, Picatinny Arsenal, NJ 07806, requesting an exception to policy. All outside groups granted the privilege of using Lake Denmark will have to provide a $1million dollar certificate of liability insurance waiver specifically naming Lake Denmark at Picatinny Arsenal and giving the group's date.

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VERY IMPORTANT INFORMATION

KEYS: Keys are required to open the building AND to operate the grills!! Keys are to be picked up PRIOR to your Picnic from Outdoor Recreation, 3316. X4484 RETURN keys NLT the next working day.

FOOD & ALCOHOL: Off-post caterers or food received from off-post caterers is not authorized for groups utilizing Lake Denmark. Catering can be arranged by Cannon Gate Catering & Conference Center. Procurement of alcoholic beverages (to include beer) is to be arranged thru the CGCCC. Call 973-724-2582. (4-CLUB)

GRILLS: Keys to the grills and operating instructions are to be picked up prior to your picnic at Outdoor Rec.. bldg. 3316. Your group is responsible for cleaning the grills. Cleaning brush will be provided by ODR.
A "HOT WORK" Permit is required from the Fire Dept. to use the grills at Lake Denmark. Hot work permits may be picked up from Bldg. 3173 from 0700 to 0900, M-F. Please call John Rizzitello or Anthony Roberts, X4949 if you have questions.

SPORTS EQUIPMENT: Sports equipment must be picked up prior to your picnic at Bldg. 3316 when you pick up the keys. A basic package of equipment is included in your rental (1 Volleyball, 1 Badminton set, 1 Horseshoe set, 1 Softball & bat). Additional equipment is available at the standard rental rates. (Call Hans at X4-4484 for details.) Return sports equipment NO LATER THAN the next working day.

GARBAGE BAGS & CLEANUP: The picnic group is responsible for policing the grounds. Garbage bags will be provided by ODR when you pick up your keys. Put all trash into the dumpsters and make sure the dumpster tops are secured. This is extremely important as we do not want bears scavenging thru the garbage.

_____ _____ _____ _____
POC Signature Staff Initials Date RCT #
Security Deposit Rec'd_____

IMPORTANT INFORMATION

POC RESPONSIBILITY: The POC is responsible for the actions of the group. Excessive drinking, harassment of Arsenal employees or damage to property will result in loss of picnic privileges and possible legal action.

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. (Avoid the traffic fine.)

TELEPHONES: The pay phone at Lake Denmark is 973-328-9897. The C-line is 724-3853.

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 Security at X4-6666.
DO NOT TOUCH OR MOVE ANY ORDNANCE!!

ANY problems with the picnic area should be reported to Outdoor Rec., Hans Karlsen, <hkarlsen@pica.army.mil>, X4-4484 during the work week.

If you have ANY SECURITY PROBLEMS ON THE WEEKENDS, CALL SECURITY AT x4-6666 OR STOP BY THE SECURITY DESK IN B-173.

REMEMBER to return all keys and recreation equipment to ODR, Bldg. 3316, (Mon. – Fri.) after the conclusion of 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 date is available. No changes or refunds during the 30 days prior to your picnic.
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