

Picnic Reservation Form

Shore Park Picnic- 2032 Founders Street, Aberdeen 410-278-5789
Capa Field- 4914 Jump Road, Edgewood 410-436-2713
Aberdeen.armymwr.com
usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@army.mil

Picnic Area Request Form

POC Name	POC Status	POC Number	POC Email
Date of Event	Start Time	End Time	Number of People

Location Request and Pricing

Aberdeen Shore Park Picnic Area

- Whole Park- All three pavilions (300 People), Restrooms, Horseshoe Pits, and Ice Machine \$340
- Pavilion A (closest to restrooms, 100 People)- Only one pavilion, Restrooms, Horseshoe Pits \$100
- Pavilion B (Middle Pavilion,100 People)- Only one pavilion, Restrooms, Horseshoe Pits \$100
- Pavilion C (Furthest from Restrooms, 100 People)- Only one pavilion, Restrooms, Horseshoe Pits \$100

Edgewood Capa Field Picnic Area

- Whole Park- One Pavilion with ceiling fans with working lights (400 People), Enclosed A/C Event Room (50 people), Restrooms, Kitchen Area to include walk in fridge and ice machine, with outdoor charcoal grill, games and horseshoe pits \$275
- Enclosed Room Only (50 People) - A/C Event room and Restrooms \$100

I understand I must be eligible MWR patron as described in IAW-AR-215-1. I have read the APGMWR Reservation policies and Picnic Rules and agree to abide by them; failure to follow the rules may result in immediate removal from the picnic area.

POC Signature: _____ Date: _____

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Picnic Area Policies

1. Request can be made starting 1 February for Active Duty and 1 March for DOD Civilians, Veterans, Retired Military and APG Contractors.
2. Half deposit fee is required to hold date of event, upon written request and approval refund permitted with exception of \$10.00.
3. Patron will be contacted 48 hours prior to the reservation to finalize the reservation with full payment.
3. Cancellation date is seven days prior. You must notify Outdoor Recreation of cancellation in writing prior to the picnic date.
4. When coming to APG for an FMWR sponsored event - All Non-DoD ID card guests over the age of 18 must register for access. This can be done at the Visitor Center Monday-Friday or online at AIE Online Web registration site: <https://pass.aie.army.mil/apg> Failure to obtain a pass prior to the event day will result in delays in access at the gate.
5. Please be aware: If you have not reserved the entire facility then there may be other customers utilizing the area. For reservations at Shore Park, if you have not reserved all 3 pavilions, there may other customer at the remaining pavilions, each pavilion holds 100 people.
6. Patrons are responsible for leaving the pavilions a clean condition, free from any debris or litter. All trash and disposable items must be carried out or placed in the centrally located dumpster next to the pool. It is advised to bring additional trash bags to compensate for excess trash. **NO GLASS CONTAINERS**
7. All charcoals must be cooled and discarded properly in the designated areas
8. Code to the keys will be given the business day prior or the day of the event
9. Music must be played at reasonable noise levels
10. All picnic tables must be placed back in the designated pavilion in the way in which they were found
11. NO pets are permitted at the picnic areas
12. Park in designated parking areas only within the park. Blocking the entrance and exit to the picnic area/campground is prohibited. Park area is shared with campground patrons.
13. Users of APGMWR Picnic Areas and its amenities do so at their own risk
14. All game items must be returned or placed where they were received from to include outdoor recreation equipment

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POC Signature: _____ Date: _____