

Aberdeen Proving Ground Picnic Area Request Form

Name of Sponsor: _____

Organizations Participating: _____

Phone Number: _____

Date of the Event: _____

Purpose of Event: _____

Number of Attendees: _____

Event Hours: _____

Location Request and Pricing

Aberdeen Shore Park Picnic Area

Physical Address: 2032 Founders Street, APG MD 21005

Hours: 8:00 am to 7:00 pm

If you do not reserve the whole park there is possibilities for others to reserve on the same day

- All three pavilions (300 People), Restrooms, Horseshoe Pits, and Ice Machine \$300
- Pavilion A (closest to restrooms, 100 People)- Only one pavilion, Restrooms, Horseshoe Pits \$115
- Pavilion B (Middle Pavilion, 100 People)- Only one pavilion, Restrooms, Horseshoe Pits \$115
- Pavilion C (Furthest from Restrooms, 100 People)- Only one pavilion, Restrooms, Horseshoe Pits \$115

Edgewood Capa Field Picnic Area

Physical Address: E4913 Capa Road, Gunpowder MD 21010

Hours: 8:00 am to 7:00 pm

- 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 \$300
- 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 APMWR 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: _____

Picnic Area Policies

1. Requests can be made starting 1 February for Active Duty and 1 March for DOD Civilians, Veterans, Retired Military and APG Contractors. Picnic dates are from **1 April to 15 October**.
2. Nonrefundable deposit fee of \$10.00 is required upon approval of picnic date.
3. Patron will be contacted 48 hours prior to the reservation to finalize the reservation with full payment. Cancellation notice must be placed 48 hours in advance before payment, if payment has been received a refund request will have to be made. You must notify Outdoor Recreation of cancellation in writing prior to the picnic date.
4. Gate Access Waivers must be requested **14 days** in advance through the Outdoor Recreation Office. Last Name, First Name must be submitted for all guests 18 and over who do not have a military affiliated ID. Once the names are submitted and the waiver is approved no changes can be made to this list.
5. Patrons are responsible for leaving the pavilions in 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. It is advised to bring additional trash bags to compensate for excess trash.
6. Alcoholic Beverages must be authorized by your organization's leadership. **NO GLASS CONTAINERS ARE AUTHORIZED.**
7. All charcoal must be cooled and discarded properly in the designated areas
8. Code to the keys will be given the same day of the event, setting up the day prior is not authorized. **KEYS MUST REMAIN ON THE PREMISES AT ALL TIMES.**
9. Music must be played at reasonable noise levels.
10. All picnic tables must be placed back in the designated pavilion the way in which they were found.
11. 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.
12. Users of APGMWR Picnic Areas and its amenities do so at their own risk
13. All game items must be returned or placed where they were received from to include outdoor recreation equipment

AUTHORIZED FOOD VENDORS

Below are the only authorized food vendors on base to cater your picnics

- Top of the Bay or Bay Breeze
- 1st SGT BBQ
- Subway
- Tropical Café
- Eat Like a Greek
- Mission BBQ
- Food Trucks- Contact our office for current list

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