

**The Town of Monterey** is proud of its rich mountain heritage. It takes pride in offering its citizens and visitors what we want to be a safe, clean public park to enjoy for many more years to come. With those intentions in mind, the Town of Monterey requires:

**For Special Events at Whittaker Park:**

1. **A deposit of \$100** for non-profit civic organizations or religious groups is required by check made out to the "Town of Monterey." Any other non-profit group that uses the park for fundraising, etc., is also required to pay the \$100 deposit (Those types of events must be approved for use by the mayor). After the event, a representative of the Putnam County Parks and Recreation Department, who oversees park operations for the town, will determine if everything is in order before returning the deposit or determining it will be forfeited.
2. Vendors who set up for special events sponsored by civic or religious non-profit organizations **can set up 2.5 days before the event. They must be gone the day after the event. There will be NO staking of spots.**
3. **Restrooms must be kept in a clean orderly manner by the non-profit civic or religious group.** The Putnam County Parks and Recreation Department, who oversees Whittaker Park for the Town, will stock the bathrooms with toilet paper and necessities. If the supply runs out before the end of the event, the non-profit civic or religious organization will have to resupply the restrooms with toilet paper and other necessities.
4. **Litter has to be picked up no later than 24 hours after the special event.** Trash cans must be emptied into dumpster(s) until they are full. The Town of Monterey will provide as many dumpsters as possible.

---

**Mayor of Monterey**

**Date**

---

**Official Representative of Qualifying Non-Profit Civic or Religious Group**

**Date**

Deposit Paid: \_\_\_\_\_ Check# \_\_\_\_\_ Received By \_\_\_\_\_

Deposit Returned?  YES  NO Date \_\_\_\_\_ Returned By: \_\_\_\_\_

If NO, what is the reason?