

P.O. Box 155 Alpine, New Jersey 07620

Phone: (201) 768-1360 ♦ Email: permits@njpalisades.org

Office Hours: Mon. - Fri. 8:30am - 4:30pm

## 2024 Carpenter's Grove Permit Application

Carpenter's Grove is a small picnic area south of Ross Dock that may be reserved for private events. The site is furnished with (15) 6 ft. stationary picnic tables and 2 grills. Permits are issued for **weekdays and weekends** starting April 15 through November 15, excluding holidays and holiday weekends (groups over 25 are prohibited in the park on these days).

You may submit a completed application by email to <u>permits@njpalisades.org</u> or by mail to PO Box 155, Alpine, NJ 07620. A completed application consists of the following:

Permit completely filled out and signed by person in charge.
Permit Terms and Conditions signed by person in charge.
Copy of driver's license or government-issued ID (ID must be of the person signing the
permit).

Do not submit payment until your application has been approved. Our office will contact you with payment options. See Carpenter's Grove Fees & Information sheet for fees.

Insurance is required from all schools, camps, companies, and organizations. See Insurance Requirement sheet.

<u>Rain Dates</u> – Groups may request to reschedule their event due to forecast severe weather (i.e., hurricanes, significant heavy rainfall) providing the request is received no later than 3 business days prior to the event date. Events may be rescheduled based on availability in the event calendar. Refunds or requests to reschedule events for routine inclement weather such as light rain, showers, and chance of thunderstorm will not be considered.

<u>Refunds</u> – A written request must be received 30 days prior to the event date to receive a full refund for cancellations. Written requests received with less than 30 days' notice is at the discretion of the Superintendent and a 25% cancellation fee will be deducted from the permit fee. Refunds will not be issued for any cancellations received within 3 business days prior to the event date.

Payment must be received and permits, including all modifications, must be finalized no less than **5 business days** prior to your event.

Revised: 2/1/2024



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## 2024 Carpenter's Grove Fees & Information

Number in Group (Including Children)	<u>Permit Fee</u>	Security Deposit
Up to 75 maximum	\$300.00	\$150.00

Parking & Fees – There is an adjacent parking area designated for guests attending events at Carpenter's Grove only that has a maximum capacity of 15 vehicles. Parking for 15 vehicles is included in the permit, all other vehicles must park at Ross Dock and pay parking fees at the meter station. Prepaid parking is not available. Parking fees are charged between April 1 and October 31. For hours and fees, please visit our website <a href="https://www.nipalisades.org/parking/">https://www.nipalisades.org/parking/</a>.

A parking placard will be issued to the permit holder to distribute to their guests to gain access to the Carpenter's Grove parking area. All vehicles must be parked in the designated lot. The pass must be displayed on the driver's side dashboard and visible at all times. If Ross Dock Picnic Area is filled to capacity, but there are still spaces available at Carpenter's Grove, the placard must be presented at PIPPD traffic control checkpoint to allow guests entry into the park. Guests without the placard will not be allowed entry and are subject to wait until space is available.

Vehicles seating 15 passengers or more require a Bus Access Placard to enter the park, which will be included with the Carpenter's Grove Permit at your request. Buses are allowed **weekdays only** and may only drop-off and pick-up. Bus parking at Carpenter's Grove and Ross Dock is prohibited. Buses that are visiting Carpenter's Grove and are staying on premises may park along the access road at Allison Park. Bus parking fees apply.

**Restrooms** ~ There are portable restroom facilities on site. Full restroom facilities are located 700 yards away in Ross Dock Picnic Area.

Revised: 2/1/2024

P.O. BOX 155, ALPINE, NJ 07620

Website: njpalisades.org

# **2024 PICNIC PERMIT**

	ORG	ANIZATION INFO	RMATION					
ORGANIZATION:			PHONE #:					
PERSON IN CHARGE:			FAX #:					
ADDRESS:			CELL #:					
CITY/STATE/ZIP:			EMAIL:					
EVENT INFORMATION								
DATE:	PARK AREA:		EVEN	Γ:				
# OF PEOPLE: S	TART TIME:	END TIME:	# OF CARS	: # OF	BUSES:			
REQUIRED SUBMITTA	LS:	☐ Copy of Driver's I	icense	posit				
	GR	OUP PICNIC CON	DITIONS					
Possession of permit or pay are closed or filled to capac number of vehicles allowed be paid at the meter station	city. Permit holders for I in the designated part	· Alpine Pavilion and C king areas; all other vel	'arpenter's Grove are not	to exceed the ma	ximum			
Park entrances, areas and opermit. The person-in-char								
For cancellation of this per full refund. Written reques cancellation fee will be ded days of the event date. Ref	ts received with less the lucted from the permit	an 30 days' notice are a fee. Refunds will not b	t the discretion of the Co e given for any cancellat	ommission and a 2	25%			
This contract is not valid u both parties. It cannot be spresent onsite during the evand Regulations of the Palevent and present it to any permit may result in revocatin part or in whole. [405.1]	sold, transferred or reis went and that they and isades Interstate Park ( Commission employention of this contract, to	sued. It is granted with their group will comply Commission. Permitted e when so requested. [4	the understanding that y with the Permit Terms e must possess a copy of .08.1(f)(1)] Failure to co	the person-in-char and Conditions a this permit on the mply with any ter	rge will be nd the Rules e day of their rms of this			
The Undersigned warrants that the information contained on the permit is a truthful and accurate description of the proposed activity and that they have read, understand and agree to abide by all conditions of this contract.								
Signed:	rson In Charge	Date	PIPC Superintende	nt	Date			
	ū		_					
DATE PAID:	AMT:	FOR OFFICE USE ONL HOW:	RECEIPT #:		SD 🗌 INS			
DATE OF REFUND ISSUED:		FUND AMOUNT:	CREDIT	_	K REQUEST			

#### PICNIC PERMIT TERMS AND CONDITIONS

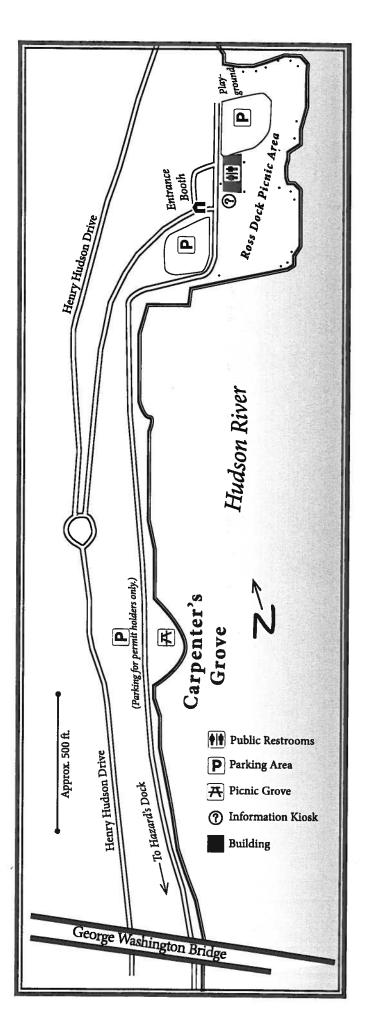
- 1. No Alcohol.
- 2. No food vendors.
- 3. No balloons, confetti, glitter, animal entertainment, inflatables (e.g., bounce houses), dunk tanks or similar amusements or rides.
- 4. No commercial tents, generators, or drones.
- 5. No DJs or live music. Radios must be kept to minimum volume. Do not disturb other park patrons.
- 6. No nails, staples, screws, or glue may be used to hang signage or decorations. All decorations and signs must be contained within your immediate permit area.
- 7. No markings of any kind, including but not limited to paint and chalk may be applied to roads, paths, walkways, trees, buildings, furniture, or other park structures.
- 8. No ropes, cones, barricades, or control measures of any kind shall be employed to restrict public access to any park facilities.
- 9. No fire, candles, torches, or open flames of any kind are permitted on park grounds. Gas or charcoal grills are permitted but must not be used in or within 10 feet of any building or structure, or on picnic tables.
- 10. Items allowed are 10x10 shade tents, tarps, folding tables, and chairs.
- 11. Applicant must be 18 years or older.
- 12. This permit is only valid for the date and the area for which it was issued and will not be honored at other locations. All related activities including set-up and breakdown must take place on the date listed in the permit between 10AM and 9PM. For permits issued in November permit hours are 10AM to 7PM.
- 13. Park amenities, picnic areas and parking spaces are available on a first-come first-served basis. Permit holders for Alpine Pavilion and Carpenter's Grove have priority use of park amenities in the designated area.
- 14. The Alpine Pavilion facility rental limit includes use of the upper level of the Pavilion and the 70x70 rental area immediately east of the building. The bathrooms on the ground level, adjacent picnic areas, walkways, and fishing bulkhead must remain open to the public.
- 15. Permit activities shall not interfere with the public use of park areas including restrooms, parking lots, trails, and other park amenities.
- 16. Picnics are limited to group size capacity at each location. Groups shall not exceed the approved group size listed on the permit.
- 17. The permittee and their guests cannot sell or offer for sale, hire, or lease any merchandise, service, or other thing of value for their own profit on Park Commission property.
- 18. The distribution of any advertising or promotional materials, including press releases, signs, posters and flyers, and the placement of any signs, banners, radio/TV/social media advertisements pertaining to the event is prohibited. Ticket sales for the event through an online platform (e.g., Eventbrite) is prohibited.
- 19. Vehicles may not stop or park along any park roadway and may not obstruct or impede the flow of traffic. Vehicles may only be parked in a designated parking space.
- 20. Permittee shall clean-up the site upon completion of the event including removal of all decorations, pickup of litter, and disposal of all garbage. All garbage and recyclables must be bagged and placed in an appropriate trash receptacle.
- 21. Hot coal must be placed in designated receptacles.
- 22. The person(s) or organization named on the front of this permit shall be responsible for, and if asked, provide general liability insurance for all personal injury, including death and property damage, due to the activities covered under this permit. The permittee further agrees to indemnify and hold harmless the State of New Jersey, the Palisades Interstate Park Commission and their commissioners, officers, agents and employees for all claims, suits, actions, damages, costs, etc. of every nature and description which might result from the conduct of their/its activities.
- 23. The Commission provides large public spaces for outdoor relaxation and recreation and employs a regular maintenance regimen to keep park facilities and grounds clean, safe, and operational for park visitors. At times when large crowds or conditions beyond our control occur, regular maintenance may be interrupted or delayed. If you encounter conditions that are unsafe or otherwise demand urgent attention, please notify park staff, or contact the Park Police at 201-768-6001.

Signed:		<u> </u>
	Person In Charge	Date

Revised: 2/1/2024

Ross Dock
Picnic Area
Showing location
of Carpenter's
Grove







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## **Insurance Requirements**

Palisades Interstate Park Commission (PIPC) requires insurance coverage before permits are executed and issued. Permittees must secure and submit a Certificate of Insurance in accordance with the following requirements.

Commercial General Liability Insurance shall have limits of not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate coverage and one hundred thousand dollars (\$100,000) damage to rented premises per occurrence. Such coverage shall be written on the ISO CG 00 01 or substitute form providing equivalent coverage's and shall cover liability arising from premises operations. Aggregate shall apply separately on a per-location basis. Permittee may also be require to secure coverage for products-completed operations, personal and advertising injury, workers compensation and comprehensive automobile liability, depending on the nature of the event.

Permittee shall require that all independent contractors shall have insurance policies providing commercial general liability with a limit of not less than two million dollars (\$2,000,000), workers compensation (if required) and comprehensive business automobile liability insurance to the extent required. Permittee shall provide PIPC with a certificate from such independent contractor evidencing such coverage.

All such insurance policies and certificates shall list the "certificate holder" as

Palisades Interstate Park Commission PO Box 155 Alpine, NJ 07620

and shall name "the People of the State of New Jersey, the Palisades Interstate Park Commission, their officers, agents, and employees." as additional insured under the Description of Operations box. Designating PIPC as a "certificate holder" shall not constitute compliance with this section.

The name and date of the event must be clearly stated on the certificate under Description of Operation. The event or project date(s) must fall within the effective and expiration dates of the policy.

Products and Operation required when anything being sold, including but not limited to, food, souvenirs, apparel, etc.

Personal and Advertising Injury required when event will include any form of advertising, media coverage, announcements, etc.

Revised: 1/18/2023