



PALISADES INTERSTATE PARK COMMISSION

P.O. Box 155 Alpine, New Jersey 07620

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

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

Group Use Permit Application

Group Use Permits are issued for private and public group events such as fundraisers, group hikes, car shows, weddings, wedding ceremonies and organized athletic events, meets or competitions. Permits are required for groups of 25 or more, or if special accommodations are needed or if a group is coming by bus regardless of group size.

Permits are issued April 15 – November 15, excluding holidays and holiday weekends (groups over 25 are prohibited in the park on these days). Small groups or individuals may be issued permits year-round for educational activities, informal wedding ceremonies and religious services.

All group events are evaluated on a case-by-case basis. Applications for events that require exclusive use, road closures, security, traffic control, PIPPD and/or EMS coverage, or maintenance staff support must be submitted no less than 4 months prior to the event date.

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

- Completed and signed application.
- An event plan with details of all proposed equipment and amenities associated with the event, including area site map, route location map, timetable, etc.
- Signed Permit Terms and Conditions.
- 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 Group Use Permit Fee Schedule for fees.

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

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



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Group Use Permit Fee Schedule

Small Group Events are private group outings between 25 and 100 people that do not include any regulated equipment or activities, have minimal impact on the picnic areas and park roads. Group hikes, group runs, prayer services, and educational field trips are examples of Small Group Events.

Small Group Event Fee Table

Number of people	Fee
25 or less (coming by bus)	\$50
26 - 50	\$125
51 - 100	\$250

Medium Group Events are group events of 200 people or less that typically include regulated activities or equipment such as caterers, band/DJ, alcohol permit, rental equipment, and vendors.

Medium Group Event Base Fee Table

Number of people	Fee	Security Deposits
1 - 99	\$1500	\$750
100 - 200	\$2000	\$1000

Large Group Events are group events of more than 200 people that typically include regulated activities or equipment such as caterers, band/DJ, alcohol permit, rental equipment, vendors, and exceed the area capacity limits or have a significant impact on park facilities and resources. Large Group Events require PIPPD Coverage.

Large Group Event Base Fee Table

Number of people	Fee	Security Deposits
201 - 299	\$2500	\$1250
300 - 399	\$3000	\$1500
400 or more	TBD	Set by Superintendent

The base fees are derived from group size, proposed use, and impact to park. Additional fees for exclusive use, road closures, security, traffic control, PIPPD and/or EMS coverage, and maintenance staff support are based on the needs of the event, the requests of the Permittee and any conditions established by the Superintendent.

Parking Fee – Metered parking in effect between April 1 and October 31. For hours and fees, please visit our website <https://www.njpalisades.org/parking/>.

Vehicles seating 15 passengers or more require a Bus Access Placard to enter the park, which will be included with the Group Use Permit at your request. Buses may drop-off and pick-up only. Bus parking is permitted at a limited number of park areas and arrangements must be made when securing the permit. Bus parking fees apply.

GROUP USE PERMIT APPLICATION

Organization Name: _____

Person in charge: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____ Email Address: _____

Date: _____ Area: _____

Number of People: _____ Number of Cars: _____ Number of Buses: _____

Setup Time: _____ Start Time: _____ End Time: _____

Description of Event: _____

Please submit an event plan with details of all proposed equipment and amenities associated with the event, including area site map, route location map, timetable, etc.

Is this a Private Event or Public Event? Private Public

Will alcohol be served? Yes No

Do you need exclusive use of the area? Yes No

If yes, please submit a detailed description including requested closures, special access needs, parking plan and personnel summary.

Will there be tents? Yes No

If yes, list number and size of tents: _____

Will there be vendors? Yes No

If yes, number of vendors _____ Name _____

Submit separate list if more than one.

Will there be a caterer or food trucks? Yes No

If yes, number of catering vehicles _____ Name _____

Submit separate list if more than one.

The following activities are considered for **public** events only:

Will there be:

Merchandise/Food Sale Yes No

Money Collection/Fundraising Yes No

Advertisement/Promotional Materials Yes No

Alcohol Sale Yes No

Games of chance, raffles, etc. Yes No

Registration/Security Personnel Yes No

Signage/Markings Yes No

Signed: _____

Person In Charge

Date



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Web: njpalisades.org

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

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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.