

PALISADES INTERSTATE PARK COMMISSION

P.O. BOX 155, ALPINE, NJ 07620

PH: (201) 768-1360 FAX: (201) 767-3842 WEB: njpalisades.org

2010 PAVILION RENTAL CONTRACT

ORGANIZATION INFORMATION

ORGANIZATION: _____ PHONE #: _____
PERSON IN CHARGE: _____ FAX #: _____
ADDRESS: _____ CELL #: _____
CITY/STATE/ZIP: _____ EMAIL: _____

EVENT INFORMATION

DATE: _____ EVENT: _____ START TIME: _____ END TIME: _____
OF PEOPLE _____ # OF CARS _____ # OF CATERING VEHICLES: _____
 Caterer Band/DJ Alcohol Use Authorized Signs/Decorations Rental Company Public Event
Fees: Alpine Pavilion \$250 Concession Stand \$75 Security Deposit \$200
 Prepaid Parking \$ _____ \$ _____ Other (describe) _____

Please notify your guests and vendors of the following:

The pavilion is located 500 feet from the parking lot. All vehicles must park in the main parking lot, no exceptions. Vehicles may drive to the pavilion between 9:30 a.m. and 12:00 noon for setup and after 5:00 p.m. for breakdown. Driving to the pavilion between 12:00 noon and 5:00 p.m. is prohibited and the gates will be locked during these times to enforce this rule. The pavilion is not wheelchair accessible.

SPECIAL ARRANGEMENTS

All events must be over and cleaned-up by 9:00 p.m.; Rides are not permitted; Alcohol is prohibited unless noted above and the appropriate permits have been secured; Tents by special arrangement only; Permittee is responsible for moving tables up to and down from pavilion; All signs and decorations must be removed at end of the event; All garbage must be bagged and placed in the green dumpsters.

All supplemental activities must be noted on this permit and approved by the Commission. All activities shall be confined within the Facility Rental Limit. Any exceptions to these conditions must be approved in advance and noted above.

Please contact the Park Commission at least 30 days in advance of the event regarding changes to, or cancellation of, this contract. Refunds are at the discretion of the Commission and may not be granted if 30 days notice is not given.

Possession of contract does not guarantee entry or re-entry to the park when an area is closed or filled to capacity. The parking fee of \$5 must be paid upon arrival unless otherwise noted.

This contract is not valid until it has been signed by both parties and cannot be sold, transferred or reissued. Please read the entire contract, sign it and return it to the Park Commission along with the required payment, proof of insurance and a copy of your driver's license. An executed copy of the contract will be mailed to you along with a receipt for payment.

This contract is granted with the understanding that the person(s) or organization listed above will comply with the Permit Terms and Conditions, attached hereto, and the Rules and Regulations of the Palisades Interstate Park Commission. Failure to do so will result in revocation of this contract, denial of future requests and loss of security deposit.

Signed:

Person In Charge _____ Date _____ PIPC Superintendent _____ Date _____

DATE PAID: _____ AMT: _____ HOW: _____ RECEIPT #: _____

cc: Police, Maint. (2), Ops. (2), Matron, File, Accounting

PERMIT #: 1

PAVILION RENTAL INFORMATION

The following is a list of pertinent information that permittees should be aware of when planning an event at the Alpine Pavilion:

1. Driving up to pavilion to unload must be completed by 12 noon. Gate will be locked between 12:00 noon and 5:00 p.m. The permittee should inform their vendors (caterers, performers, rental companies, etc.) of this stipulation and shall coordinate their activities accordingly. When gate is locked all materials must be transported 500 feet by hand.
2. Gate will be unlocked at 5:00 p.m. when vehicles may drive to the pavilion for event breakdown and clean up. Vehicles should be driven no faster than 5 M.P.H. through the picnic area.
3. Music must be played at low levels and must not disturb Park patrons or disrupt Park events.
4. No more than two catering support vehicles are permitted to park at the pavilion. These vehicles may only park on the east or south side of the concession stand.
5. Bathrooms will be cleaned by 10:30 a.m.
6. Permittee is responsible for moving picnic tables up to and down from pavilion
7. Concession stand must be cleaned and locked at the end of the event. The key shall be returned to the Police Desk in an envelope marked for "Administration".
8. Pre-paid parking does not reserve or guarantee parking.
9. If the party exceeds the number on the permit the police can shut down the event.
10. All garbage must be bagged and placed in the green dumpsters. Nothing must be left behind.
11. Public is still allowed to use pavilion restrooms and surrounding picnic areas.
12. Permittee is not permitted to restrict access to public areas such as parking lot, restrooms, trails, picnic areas or other park amenities.
13. Coning off parking spots, sectioning off areas and restricting access to public areas is prohibited.
14. Permittee needs to coordinate the activities of any vendors they have hired for their event by providing directions, meeting the delivery and pick-up personnel and advising them of the access constraints.
15. All events must be over and cleaned-up by 9:00 p.m. on the date for which the permit is issued.
16. Weddings are permitted at the Pavilion providing the activities comply with the permit terms and conditions. Any exceptions, including the use of tents, group size, etc., must be reviewed and approved by the Superintendent. Additional fees may apply.
17. The permit is valid only for the day of the event and all related activities must be completed on that date. Activities may not interfere with events scheduled on the previous or following days. Events needing additional time for set-up and breakdown will be required to schedule and pay for additional day(s) as needed and will be subject to additional fees.