

ALPINE PAVILION RENTAL CONTRACT



PALISADES INTERSTATE PARK COMMISSION

P.O. Box 155 Alpine, New Jersey 07620

Phone: (201) 768-1360 ♦ Fax: (201) 767-3842

Web: njpalisades.org

ALPINE PAVILION RENTAL INSTRUCTIONS

Alpine Pavilion Rental Contracts are issued from May 1 – October 31. Contracts are not issued for holidays and holiday weekends (groups over 25 are prohibited in the park on these days).

We accept reservations on a first-come, first-served basis. Dates are not held until a completed application is received.

A completed application consists of the following:

- Contract 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.)
- Permit Fee
- Security Deposit

Your reservation will be confirmed via email or phone and you will receive a signed copy of the contract by email or mail. If the date you are requesting has been reserved, our office will contact you with other available dates or return the application and payment to you.

You may make a reservation by mail or by visiting our Park Headquarters, Monday – Friday 8:30 AM – 4:30 PM. We **do not** accept faxed or emailed applications. Our mailing address is PO Box 155, Alpine, NJ 07620, or our physical address is Palisades Interstate Park Commission, Alpine Approach Rd., Alpine, NJ 07620. Directions to Park Headquarters can be found on our website. Administrative offices are closed on weekends and holidays.

Contracts, including all modifications, must be finalized **3 business days** prior to your event.

We accept cash, check or money orders only. We do not accept credit cards. Checks should be made payable to Palisades Interstate Park Commission. Submit 2 separate checks for permit fee and security deposit.

Applications received without all documents or with incorrect fees will be returned.

ALPINE PAVILION FEES

Pavilion Events

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
Maximum Capacity is 125	\$300.00	\$500.00

The Commission has made an allowance for groups that want to temporarily remove the seating within the Pavilion for their event. These groups must enter into a sub-agreement and must provide an additional security deposit in the amount of \$500.00.

Weekday Group Meetings

The pavilion is offered at a reduced rate for weeknight group meetings Monday – Thursday, for meetings starting after 3 PM.

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
Maximum Capacity is 125	\$75.00	\$200.00

Parking Fee – A seasonal parking fee of \$5.00 per vehicle per day is in addition to the permit fee and must be paid on arrival. Prepaid parking is available and must be finalized 3 business days prior to event. A bus permit will be included with the Alpine Pavilion Rental Contract; a separate Bus Permit is not required. See Pavilion Rental Information sheet for bus parking information.

Concession stand – An additional fee of \$100.00 is charged for the use of the adjoining concession stand.

Pavilion Parking Permit – Up to 3 parking permits may be purchased for vehicular access to the Pavilion for caterers, permittee, and/or vendors. The cost of each permit is \$25.00, and payment must be submitted when applying for the contract. See Pavilion Rental Information sheet for further details.

SECURITY DEPOSITS:

Security deposits will be returned to you after your event, providing

- All signs and decorations have been removed
- Concession stand has been cleaned and locked
- All litter has been picked up and placed in appropriate receptacles
- All garbage has been bagged and placed in the green dumpsters or trash receptacles
- All keys have been returned to the Administrative Night Drop (second floor, Park Headquarters).
- Permittee adhered to the Pavilion Parking Policy
- Permittee adhered to the Pavilion Rental Contract and Terms and Conditions
- Permittee adhered to the Picnic Table Policy

Failure to comply with any of the above will result in forfeiture of security deposit, in part or in whole.

Security Deposits that are received 6 months or more prior to event date, as well as cash deposits, will be deposited immediately. You will receive a refund check within 3 weeks, sent from our New York office.

Security deposits that are received less than 6 months prior to event date will be held and the payment will be returned to the permit holder (excluding cash deposits). Payment will be mailed to the address on the permit unless we are notified otherwise. If the security deposit is to be returned to someone other than the permit holder, you must provide our office with their contact information and address.

Please make sure the address we have is your current address.

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:

- The Pavilion has covered picnic table seating for 108 people and 120 people on the grounds. The dimensions of the Pavilion are 25' x 70'. There are electrical outlets on the south and west sides of the second floor. The concession stand has electric outlets, lights and a cold-water sink.
- The picnic tables on the second floor of the Pavilion cannot be unlocked or moved out of the pavilion unless a separate sub-agreement is completed and an additional security deposit is posted. The picnic tables on the lower grounds are fixed in place and cannot be relocated.
- The Pavilion Rental Contract includes use of the upper level of the Pavilion and the 70x70 rental area immediately east of the building. The bathrooms, adjacent picnic areas, walkways, beach and fishing bulkhead must remain open to the public.
- There is no overnight storage at the pavilion or concession stand. All activities must be completed the day of event. If additional days are required for set-up and break down, the pavilion can be rented for additional days subject to availability.
- Bathrooms and trash receptacles are scheduled to be cleaned and emptied, and litter collected, by 10:30am.
- The pavilion is cleaned out weekly to remove organic matter such as leaves, dirt, pollen, etc. Since the pavilion is open to the elements, additional material may accumulate between cleanings. As a result, permittee should be prepared to clean floor, tables and surfaces to suit their needs.
- The second story of the Pavilion is not wheelchair accessible.
- Decorations needing nails, staples, tacks, screws or glue are prohibited.
- The following activities are prohibited: Inflatable/amusement rides, water rides, commercial tents, pony rides or animal shows.
- Vehicular access to the Pavilion for drop off and pick up is allowed only with a purchase of a Pavilion Parking Permit. Vehicular access will be subject to the following conditions:
 - Pavilion Parking Permits must be secured with the Pavilion Rental Contract and cannot be obtained on the day of the event.
 - Vehicle operators must obtain the parking pass and the gate key at the Police Desk on the day of the event. Keys are to be returned to the police desk or Administrative night drop at the conclusion of the event.
 - The permittee is responsible for keeping the gate closed and locked at all times.
 - Parking permits are not transferrable.
 - Parking is only allowed in the designated parking area and vehicles must display the parking permit on the driver's side windshield.
 - Vehicles without a parking permit are not permitted beyond the gate and are subject to fines and summonses.
- Buses may only drop off and pick up passengers for weekend events during the peak season and may park along the access road at Park Headquarters.

PLEASE RETAIN THIS DOCUMENT FOR YOUR RECORDS.

Revised: 11/16/17

PALISADES INTERSTATE PARK COMMISSION

P.O. BOX 155, ALPINE, NJ 07620

Website: njpalisades.org

2018 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 BUSES: _____ # OF CATERING VEHICLES _____
Activities Signs/Decoration Band/DJ Public Event Caterer Caterer Name _____ Sub Agreement
Fees: Alpine Pavilion Concession Stand Security Deposit Club Meeting (M-Th Only) Parking Permits Issued: _____
 Prepaid Parking \$ _____ \$ _____ Other (describe) _____

SPECIAL ARRANGEMENTS

Please notify your guests and vendors of the following: The pavilion is located 600 feet from the parking lot. The permittee, their guests and vendors are responsible for carrying all equipment and personal items to the pavilion. The gate to the access road is locked during the season. Pavilion Parking Permits may be purchased separately for vehicular access to the pavilion in support of your event. Only vehicles with a parking permit are allowed to use the road and park in the designated area at the pavilion. All other vehicles must park in the lot. The permittee is responsible for keeping the gate closed and locked at all times.

All events must be over and cleaned-up by 9:00 p.m. Inflatable/mechanical/water rides and commercial tents are not permitted. All signs and decorations must be removed at end of the event. All litter must be placed in trash receptacle and all bagged garbage placed in green dumpsters. [408.1(c)] The Pavilion and concession stand must be cleaned. Doors and gates must be locked and all keys must be returned to the Park Headquarters. The second floor of the pavilion is not wheelchair accessible.

All supplemental activities and equipment must be listed on the permit and contained within the Facility Rental Limit. [409.1]

Please contact the Park Commission at least 30 days in advance of the event regarding changes to or cancellation of this permit. Refunds are at the discretion of the Commission and may not be granted if 30 days notice is not given. Refunds are not granted for inclement weather. [406.2]

Possession of permit or payment of parking fees does not guarantee entry or re-entry to the park when park entrances and areas are closed or filled to capacity. Prepaid parking fees do not reserve parking spaces. The parking fee must be paid upon arrival unless otherwise noted. [408.1(g)]

Park entrances, areas and drives may be closed to all traffic due to weather conditions or acts of nature, thereby canceling this permit. The person-in-charge should contact the Park Police at 201-768-6001 for questions regarding emergent closures.

This contract is not valid until all fees have been paid, all required documents have been submitted and it has been signed by both parties. It cannot be sold, transferred or reissued. It is granted with the understanding that the person-in-charge will be present onsite during the event and that they and their group will comply with the Permit Terms and Conditions and the Rules and Regulations of the Palisades Interstate Park Commission. Permittee must possess a copy of this permit on the day of their event and present it to any Commission employee when so requested. Failure to comply with any terms of this permit will result in revocation of this contract, termination of your event, denial of future requests and loss of security deposit, in part or in whole. [405.1]

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: _____
Person In Charge _____ Date _____ PIPC Superintendent _____ Date _____

DATE PAID: _____ AMT: _____ HOW: _____ RECEIPT #: _____ DL SD INS

PERMIT TERMS AND CONDITIONS

Certain supplemental activities are subject to specific conditions described below. Permission for these activities is granted on a case-by-case basis and is subject to the approval of the Superintendent. Check all that apply:

Alcohol Sale	___ Yes	___ No	Money Collection/Fundraising	___ Yes	___ No
Promotional Materials (flyers, ads, etc.)	___ Yes	___ No	Registration/Security Personnel	___ Yes	___ No
Merchandise/Food Sales	___ Yes	___ No	Games of chance, raffles, etc.	___ Yes	___ No

1. All permits require a copy of the permittee's driver's license or passport and payment of fees before permit will be executed. Certain events require consent of insurance coverage.
2. Certain activities require a security deposit that is based on group size and activity type. Security deposits will be returned to you after your event, providing all signs and decorations have been removed, concession stand has been cleaned and locked, all keys have been returned and all garbage has been bagged and placed in the green dumpsters. Failure to comply with the permit terms and conditions will result in forfeiture of the security deposit, in part or in whole.
3. Groups shall not exceed the approved group size listed on the permit.
4. The permittee and their group shall abide by the Rules and Regulations of the Palisades Interstate Park Commission and the terms of this permit and any orders or directions issued by an employee of the Commission pertaining to any violation(s) of the Rules and Regulations or the permit terms. **[408.1(f)(1), 411.1(q)]**
5. 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 must be completed on the date listed in the permit and the event must be over and cleaned-up by dusk, unless otherwise noted.
6. 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. **[411.1(f)(i)(j)(n)]**
7. Permit activities shall not interfere with the public use of park areas including restrooms, parking lots, picnic areas, trails, and other park amenities. No ropes, cones, barricades or control measures of any kind shall be employed to restrict public access to any park facilities. No activities or equipment may be placed in the overflow parking area at Ross Dock. **[408.1(f)(4)]**
8. No fires, candles, torches, or open flames of any kind are permitted in the pavilion or on park grounds. Gas or charcoal grills are permitted, but must not be used in or within 10 feet of any building or structure. **[410.1(d)]**
9. Live music and sound systems must not disturb Park patrons or disrupt Park events. Park supervisory staff shall determine the acceptable volume for amplified sound based on conditions in the park. **[408.1(f)(8)]**
10. The permittee shall take full responsibility for coordinating the activities of their event, guests and vendors. The permittee shall provide personnel for coordinating their event including set-up, clean-up, food service, parking, money collection, security and supervision. Activities shall not disrupt other park patrons or events.
11. Permittee shall clean-up the site upon completion of the event including removal of all signs and decorations, pickup of litter, disposal of garbage, and separation of recyclable materials. All garbage and recyclables must be bagged and placed in an appropriate trash receptacle. **[408.1(c)]**
12. There is no obligation on the part of the Commission for the preparation of an area, furnishing of equipment, or coordination of vendors/staff/participants, unless noted on the permit.
13. 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..
14. Alcoholic beverages shall not be served to anyone unless the permittee obtains any permits required by the New Jersey Division of Alcoholic Beverage Control and consent from the Commission. **[410.1(n)]**
15. The distribution of any advertising or promotional materials, including press releases, signs, posters and flyers, and the placement of any signs, banners, radio/TV advertisements and decorations pertaining to the event are prohibited unless approved by the Commission prior to printing and distribution. Any approved items must be listed in this permit and must be removed immediately upon completion of the event. No permanent markings shall be used on any tree, rock, road, building, structure, etc., on Park property. **[409.1(a)(g)(h)]**
16. The permittee shall obtain clearance from the Commission for the sale of refreshments, souvenirs or other materials and for the collection of money from spectators in the form of admission fees or donations. The permittee shall obtain the required permit(s) for conducting games of chance or raffles and/or the necessary license agreements for the performance of copyrighted materials, including music, theater, etc. **[409.1(c)]**
17. The permittee agrees to provide a financial statement describing total revenues and disbursements be submitted to the Superintendent's Office within thirty (30) days after the event.
18. 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.
19. This permit can be revoked at any time at the discretion of the Commission and summonses can be issued for non-compliance with the terms and conditions indicated. In the case of such a revocation, all money paid for on account of this permit shall be forfeited to and retained by the Commission, in part or in whole. Also, the holder of this permit or the agent or employee who has violated such terms or conditions shall be jointly liable to the State of New Jersey and the Palisades Interstate Park Commission for any damages or loss suffered by them in excess of money forfeited and retained by the Commission. **[405.1]**

Signed: _____
 Person In Charge Date

Alpine Picnic Area & Boat Basin
Showing locations of Alpine Pavilion & Alpine Grove

