

## PALISADES INTERSTATE PARK COMMISSION

P.O. Box 155 • Alpine, New Jersey 07620

Tel. 201 768-1360

njpalisades.org

### Alpine Pavilion Rental Instructions

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.

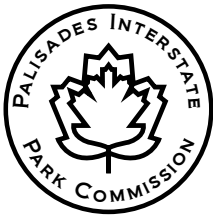
Contracts, including all modifications, must be finalized **3 business days** prior to your event.

**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.**

*Do not return this page with your application.  
Please retain this page for your records.*

*Continued...*



# PALISADES INTERSTATE PARK COMMISSION

P.O. Box 155 • Alpine, New Jersey 07620

Tel. 201 768-1360

njpalisades.org

## 2017 Alpine Pavilion Fee Schedule

### 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 customize the seating within the Pavilion for **formal events** to remove the picnic tables and have tables and chairs provided by a third party. These groups will be subject to additional conditions as follows:

- Permittee must engage the services of a third party company who will be responsible for coordinating all of the activities associated with the event (food service, rental equipment, entertainment, moving tables, etc.).
- The third party company may remove tables from the Pavilion on the day of the event and will be responsible for returning them to their original position at the end of the day.
- The third party company will be responsible for entering into a sub agreement as the Permittee's agent and must provide an additional security deposit in the amount of \$1,000.

### 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 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. Bus permit fee and placard are included. Separate bus permit not required.

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

*Continued...*



## PALISADES INTERSTATE PARK COMMISSION

P.O. Box 155 • Alpine, New Jersey 07620

Tel. 201 768-1360

[njpalisades.org](http://njpalisades.org)

**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 form 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 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.

Security deposits that are received 6 months prior to event date will be deposited immediately and a refund check will be sent from our New York office. It can take up to 3 weeks to receive payment.

Payments will be returned to the permit holder and 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, please provide our office with their address information. **Please make sure the address we have is your current address.**

Security deposit received from caterers will be subject to the above criteria, and will be returned providing all of the conditions of the sub-agreement have been satisfied.

***Do not return this page with your application.  
Please retain this page for your records.***

## 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. 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 and a sink with cold water.
2. The picnic tables on the second floor of the Pavilion are chained and cannot be unlocked or moved out of the pavilion unless a separate sub-agreement is completed and an additional security deposit is posted (please see Alpine Pavilion Fee Schedule for more information). The picnic tables on the lower grounds are fixed in place and cannot be relocated.
3. 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.
4. The second story of the Pavilion is not wheelchair accessible.
5. Vehicular access to the Pavilion for drop off and pick up is allowed only with a purchase of a Pavilion Parking Permit. The Pavilion Parking Permit fee is \$25 per pass and the permittee can only purchase up to three passes. Without the Pavilion Parking Permit the Permittee, their guests and vendors must carry all equipment and personal items 600 feet between the parking lot and the Pavilion. 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 office at the conclusion of the event.
  - The gate must remain 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.
6. Each visitor must pay a parking fee when entering the picnic area starting Memorial Day weekend through Labor Day weekend. Prepaid parking does not reserve parking spaces and does not guarantee re-entry to the park when an area is closed or filled to capacity. Payment of parking fee does not guarantee re-entry to the park when an area is closed or filled to capacity.
7. Buses may not park onsite during the weekends and may only drop off and pick up passengers.
8. Bathrooms and dumpsters are scheduled to be cleaned and emptied by 10:30 am.
9. Concession stand must be cleaned and locked at the end of the event.
10. Access gate and concession stand keys must be returned to the Police Desk at the end of the event.
11. All garbage must be bagged and placed in the green dumpster. Nothing must be left behind.
12. 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. Park staff is not available to accept deliveries, sign-off on returns or provide access to vendors on the day of the event.
13. All events must be over and cleaned-up by 9:00 p.m. on the date for which the permit is issued. Set-up and breakdown must be done on the same day of the event. Permittees who have needs for set-up or breakdown beyond the day of their event must rent the pavilion for additional days needed subject to availability.
14. Decorations needing nails, staples, tacks, screws or glue are prohibited.

DO NOT RETURN THIS PAGE WITH APPLICATION. PLEASE RETAIN FOR YOUR RECORDS

# PALISADES INTERSTATE PARK COMMISSION

P.O. BOX 155, ALPINE, NJ 07620

Website: [njpalisades.org](http://njpalisades.org)

## 2017 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/Decorations  Public Event  Caterer Caterer Name \_\_\_\_\_  Caterer Agreement  
Fees:  Alpine Pavilion  Concession Stand  Security Deposit  Club Meeting (M-Th Only) Parking Permits Issued: \_\_\_\_\_  
 Prepaid Parking \$ \_\_\_\_\_  \$ \_\_\_\_\_ Other (describe) \_\_\_\_\_

#### **Please notify your guests and vendors of the following:**

The pavilion is located 600 feet from the parking lot. The permittee, guests and vendors are responsible for carrying all equipment and personal items to the pavilion. Vehicular access to the pavilion for loading and unloading is by permit only. The gate must remain closed and locked at all times. 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 second floor of the pavilion is not wheelchair accessible.

### SPECIAL ARRANGEMENTS

All events must be over and cleaned-up by 9:00 p.m.; Rides and commercial tents are not permitted; All signs and decorations must be removed at end of the event, concession stand must be cleaned and locked, all keys must be returned and all garbage must be bagged and placed in the green dumpsters or security deposit will be forfeited. [408.1(c)]

All supplemental activities 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 contract does not guarantee entry or re-entry to the park when an area is closed or filled to capacity. The parking fee must be paid upon arrival unless otherwise noted. Payment of parking fee does not guarantee re-entry to the park when an area is closed or filled to capacity. Prepaid parking fees do not reserve parking spaces. [408.1(g)] Park entrances, areas and drives may be closed to all traffic due to acts of nature, thereby canceling this permit. If in doubt person-in-charge shall contact the Park Police at (201) 768-6001.

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, attached hereto, 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, denial of future requests and loss of security deposit. [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

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

PERMIT #: \_\_\_\_\_



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

