



PALISADES INTERSTATE PARK COMMISSION

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

Tel. 201 768-1360

njpalisades.org

Carpenter's Grove Rental Instructions

Group picnic permits are issued at Carpenter's Grove from May 1 – October 31. Permits are not issued anywhere in the park 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:

- 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.)
- Permit Fee

Your reservation will be confirmed via email or phone and you will receive a signed copy of the permit 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.

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

We accept Cash, Check or money order only. We do not accept credit cards. Checks should be made payable to Palisades Interstate Park Commission.

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.*

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2017 Carpenter's Grove Fee Schedule & Information

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
Up to 90 maximum	\$150.00	N/A

There are portable bathroom facilities on site. Full bathroom facilities are located 700 yards away in Ross Dock Picnic Area.

Parking Fee – A fee of \$5.00 per vehicle on weekdays and \$10.00 per vehicle on weekends is in addition to the permit fee and must be paid on arrival. Prepaid parking **is not** available. There is an adjacent parking area designated for guests attending events at Carpenter's Grove only that has a maximum capacity of 15 cars. All other vehicles must park at Ross Dock.

Bus permit fee and placard are included. Separate bus permit not required. (See Group picnic Information sheet for further Bus permit information.)

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GROUP PICNIC INFORMATION

The following is a list of pertinent information that permittees should be aware of when planning a group picnic in the Palisades Interstate Park.

1. Permits do not reserve space; amenities are available on a first- come, first-served basis. Area reservations are available only at Alpine Grove and Carpenter's Grove.
2. Possession of permit does not guarantee entry or re-entry to the park when park entrances and areas are closed or filled to capacity. Permittees are strongly urged to start picnic early and advise guests to plan accordingly.
3. Each vehicle must pay a parking fee upon entering the picnic area starting Memorial Day weekend through Labor Day weekend. Payment of parking fee does not guarantee re-entry when the area is filled to capacity.
4. The following activities and items are permitted under a group picnic permit: 10x10 shade canopies, folding tables, lawn chairs, tarps, umbrellas, portable grills and BBQs. Table top grills cannot be used on picnic tables.
5. The following items are Prohibited: Inflatables rides, live music, sound systems, DJs, tents, rental equipment, performers, pony rides or animal shows.
6. Alcohol is strictly prohibited.
7. Signs and decorations are limited to your immediate permit area. All signs and decorations needing nails, staples, tacks, screws or any other destructive fastener are strictly prohibited.
8. All garbage must be bagged and placed in the green dumpsters or trash receptacles. Nothing must be left behind.
9. **Bus Permits** are not issued for weekend access to Ross Dock, Carpenter's Grove or Englewood Picnic Area during the **Peak Season (weekend before Memorial Day – Labor Day)**, unless they are issued in conjunction with a **Special Event Permit**.
10. Outside of the **Peak Season**, **Bus Permits** may be issued for weekend drop-off and pick-up at Ross Dock, Carpenter's Grove and Englewood Picnic Area. Buses must park at Allison Park or Fort Lee Historic Park.
11. **Bus permits** may be issued for weekend drop-off and pick-up at Alpine Picnic Area throughout the **Permit Season**. Buses must park along the Road at Park Headquarters or at State Line Lookout.
12. A refundable security deposit is required for all groups greater than 100 people.

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P.O. BOX 155, ALPINE, NJ 07620

Website: njpalisades.org

2017 GROUP PICNIC PERMIT

ORGANIZATION INFORMATION

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

EVENT INFORMATION

DATE: _____ PARK AREA: _____ EVENT: _____
OF PEOPLE: _____ START TIME: _____ END TIME: _____ # OF CARS: _____ # OF BUSES: _____
REQUIRED SUBMITTALS: FEE \$ _____ Copy of Driver's License Security Deposit

GROUP PICNIC CONDITIONS

This permit is issued subject to the following conditions:

1. Park amenities, picnic areas and parking spaces are available on a first-come first-served basis, unless otherwise noted. Permit holders for Alpine and Carpenter's Grove have priority use of park amenities in the designated areas. [408.1(g)]
2. Permittee must possess a copy of this permit on the day of their event and present it to any Commission employee when so requested. [408.1(f)(1)]
3. The parking fee must be paid upon arrival unless otherwise noted. [408.1(g)]
4. Vendors, caterers, entertainers, DJs, tents, rides and other regulated and prohibited items are not permitted nor authorized under this permit.
5. This permit is only valid for the day and area for which it is issued and will not be honored at other times or locations.
6. A refundable security deposit is required for all groups larger than 100 people. Security deposit shall be provided as a separate payment transaction to expedite return.
7. All Group Picnics are subject to the Group Use and Permit Policy. Parking at Carpenter's Grove is limited to 90 people and 15 vehicles. All other vehicles must park at Ross Dock. Picnics at Alpine Grove are limited to 125 people. Any vehicles not parked in a designated parking space will be issued summonses and towed.

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 does not guarantee entry or re-entry to the park when park entrances and areas are closed or filled to capacity. Parking fee must be paid upon arrival unless otherwise noted. Payment of parking fees does not guarantee re-entry to the park when park entrances and areas are closed or filled to capacity. [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. If in doubt, the person-in-charge should 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. [408.1(f)(1)] 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.

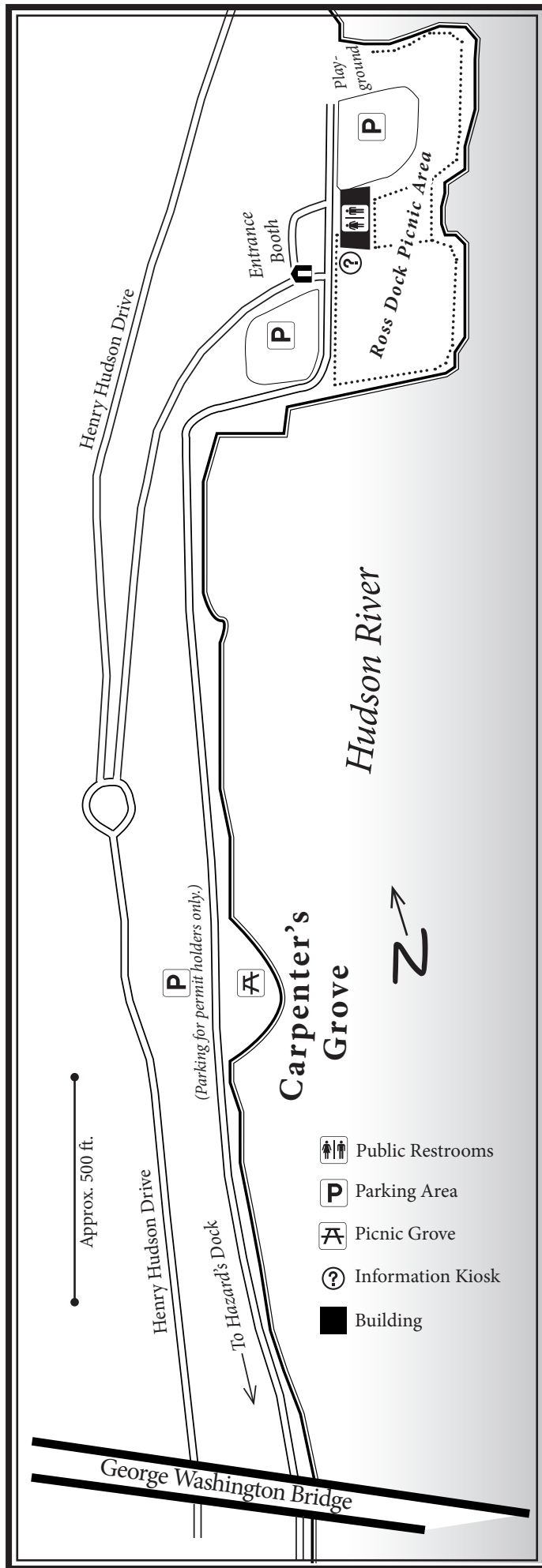
Signed: _____
Person In Charge Date PIPC Superintendent Date

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

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

PERMIT #: _____

Ross Dock Picnic Area
Showing location of Carpenter's Grove



- Public Restrooms
- Parking Area
- Picnic Grove
- Information Kiosk
- Building