

## PALISADES INTERSTATE PARK COMMISSION

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

Tel. 201 768-1360

njpalisades.org

### Group Picnic Permit Instructions

Group picnic permits are required for groups of 25 people or more.

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 applications on a first-come, first-served basis. Permits are not issued 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
- Security Deposit (required for groups of 100 people or more)

Your permit 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 is not available, our office will contact you with other available dates or return the application and payment to you.

You may submit your application 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.

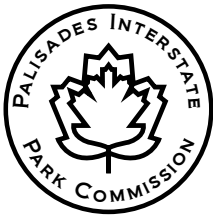
Permits, including all modifications, must be finalized **3 business days** prior to your event.

**We accept cash, check or money 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.*

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## 2017 Group Picnic Fee Schedule

### ALPINE GROVE

Group picnic permits are issued at Alpine Grove from May 1 – October 31.

The area capacity limitation for Alpine Grove is 125 people.

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
1 – 50	\$50.00	N/A
51 – 74	\$75.00	N/A
75 – 99	\$100.00	N/A
100 – 125	\$150.00	\$300.00

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

**Permit holders for Alpine Grove have priority use of park amenities in the designated area.**

### CARPENTER’S GROVE

Group picnic permits are issued for Carpenter’s Grove from May 1 – October 31.

The area capacity limitation for Carpenter’s Grove is 90 people.

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
1 – 90	\$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.)

**Permit holders for Carpenter’s Grove have priority use of park amenities in the designated area.**

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## ENGLEWOOD PICNIC AREA

Group picnic permits are issued at Englewood Picnic Area from May 1 – October 31.

The area capacity limitation for Englewood Picnic Area is 125 people.

Permits are issued for **weekdays only** during our peak season. Our peak season is the weekend before Memorial Day to Labor Day weekend (groups over 25 are prohibited on weekends during this time).

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
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Permits are not required for groups of fewer than 25 people.

25 – 50	\$50.00	N/A
51 – 74	\$75.00	N/A
75 – 99	\$100.00	N/A
100 – 125	\$150.00	\$300.00

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

## ROSS DOCK PICNIC AREA

Group picnic permits are issued at Ross Dock Picnic Area from May 1 – October 31.

The area capacity limitation for Ross Dock Picnic Area is 200 people on weekends and 400 people on weekdays.

Permits are issued for **weekdays only** during our peak season. Our peak season is the weekend before Memorial Day to Labor Day weekend (groups over 25 are prohibited on weekends during this time).

<u>Number in Group (Including Children)</u>	<u>Permit Fee</u>	<u>Security Deposit</u>
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Permits are not required for groups of fewer than 25 people.

25 – 50	\$50.00	N/A
51 – 74	\$75.00	N/A
75 – 99	\$100.00	N/A
100 – 149	\$150.00	\$200.00
150 – 199	\$200.00	\$400.00
200 – 299	\$300.00	\$600.00
300 – 400	\$400.00	\$800.00

**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. 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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### **Security Deposits:**

Security deposits will be returned to you after your event, providing all signs and decorations have been removed 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.**

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

## 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.

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

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P.O. BOX 155, ALPINE, NJ 07620

Website: [njpalisades.org](http://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 #: \_\_\_\_\_

## 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 full or in part.
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. 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)]**
6. This permit is only valid for the date of the event, and all related activities must be completed on the date listed in the permit. All events must be finished by dusk, unless otherwise noted.
7. 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)]**
8. 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)]**
9. 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)]**
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.
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. 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