

PHOTOGRAPHY/FILM PERMIT INFORMATION



PALISADES INTERSTATE PARK COMMISSION
P.O. Box 155 Alpine, New Jersey 07620
Phone: (201) 768-1360 ♦ Fax: (201) 767-3842
Web: njpalisades.org

PHOTOGRAPHY/FILM PERMIT INSTRUCTIONS

Photography Permits are not required for patrons collecting images for personal use within the Park using a single camera or recording device during regular park hours. All other photographic or video productions require a permit to film within the Park or on the Parkway.

Photography permits are issued year-round. Permits are not issued for holidays and holiday weekends at any area.

If you are applying for a Wedding/Formal Photography Permit, please see Wedding/Formal Photography Permit Instructions.

For all other applicants, Photography permits are evaluated on a case-by-case basis. Permittees must submit a complete application and brief description of proposed shoot location and details for a determination of approval.

You may submit your application by email, mail or by visiting our Park Headquarters. Emailed applications can be sent to Sandra Kimbro at skimbro@njpalisades.org. Office hours are Mon. – Fri. 8:30 AM – 4:30 PM. 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.

Permit applications require the following documents:

- 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.)
- Certificate of Insurance (See Insurance Requirements)
- Permit fees:
 - Non-Profit/Student \$200/day
 - Commercial Small Scale \$750/day
 - Commercial Large Scale \$1500/day
 - Additional fees may apply depending on requested special arrangements.
- For **Non-Profit Photography Permits** permittee must provide documentation of non-profit 501(c)(3) status in order to receive the discounted permit fee rate.
- For **Student Photography Permits** permittee needs to demonstrate their status as students or educational entity, and submit a letter on school letterhead stating it is for a school project in order to receive the discounted permit fee rate.

Do not submit payment until your permit has been approved.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS.

Revised: 11/20/2017

WEDDING/FORMAL PHOTOGRAPHY PERMIT INSTRUCTIONS

Small groups who want to take photographs associated with events such as weddings, proms, engagements, etc. must apply for a Photography Permit which allows these groups to enter the park for a short period of time to take formal pictures.

Wedding/Formal Photography Permits are not issued for Ross Dock or Englewood Picnic Areas on weekends during the peak season (weekend before Memorial Day – Labor Day weekend). Permits are not issued for holidays and holiday weekends at any area.

We accept applications on a first-come, first-served basis. Permits are not processed until a complete application is received.

A complete application consists of the following:

- Permit completely filled out and signed by person in charge.
- Permit terms and conditions signed by person in charge.
- Permit fees:
 - Permit fee for Fort Lee Historic Park is \$15.00. Metered parking fees apply to all vehicles (see <http://njpalisades.org/fortlee.html#meters> for parking fees).
 - Permit fee for all other park areas is \$25.00. Permit fee includes a maximum of 4 vehicles. All other vehicles are subject to parking fee and availability.

A Certificate of Insurance is NOT required for Wedding/Formal Photography Permits.

You may submit your application by mail or by visiting our Park Headquarters, Monday – Friday 8:30 AM – 4:30 PM. 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. We do not accept faxed or emailed Wedding/Formal Photography Permit applications

Your application 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.

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.

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.

Revised: 11/20/2017

INSURANCE REQUIREMENT

Palisades Interstate Park Commission (PIPC) requires insurance coverage before permits are executed and issued. Permittees must secure and submit a Certificate of Insurance in accordance with the following requirements.

Commercial General Liability Insurance shall have limits of not less than one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) aggregate coverage and one hundred thousand dollars (\$100,000) damage to rented premises per occurrence. Such coverage shall be written on the ISO CG 00 01 or substitute form providing equivalent coverage's and shall cover liability arising from premises operations. Aggregate shall apply separately on a per-location basis. Permittee may also be required to secure coverage for products-completed operations, personal and advertising injury, workers compensation and comprehensive automobile liability, depending on the nature of the event.

Permittee shall require that all independent contractors shall have insurance policies providing commercial general liability with a limit of not less than one million dollars (\$1,000,000), workers compensation (if required) and comprehensive business automobile liability insurance to the extent required. Permittee shall provide PIPC with a certificate from such independent contractor evidencing such coverage.

All such insurance policies and certificates shall name PIPC as the "certificate holder" shall name "*the People of the State of New Jersey, the Palisades Interstate Park Commission, their officers, agents and employees.*" as additional insured's. Designating PIPC as a "certificate holder" shall not constitute compliance with this section.

The event or project date(s) must fall within the effective and expiration dates of the policy.

Products and Operation required when anything being sold, including but not limited to, food, souvenirs, apparel, etc.

Personal and Advertising Injury required when event will include any form of advertising, media coverage, announcements, etc.

PALISADES INTERSTATE PARK COMMISSION

P.O. BOX 155, ALPINE, NJ 07620

Website: njpalisades.org

2018 PHOTOGRAPHY PERMIT

ORGANIZATION INFORMATION

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

AREA INFORMATION

PARK AREA: _____ DATE: _____
SETUP TIME: _____ START TIME: _____ END TIME: _____
OF PEOPLE: _____ # OF CARS: _____ # OF BUSES: _____
OF TRUCKS: _____ # OF TENTS: _____ # OF TRAILERS: _____
Permit Type/Fee: Wedding/Formal Small Scale Commercial (Additional fees may apply)
 Non-profit/Student Large Scale Commercial (Additional fees may apply)
 \$ _____ Description _____

Film Title: _____ Film Subject: _____
Film Equipment: Video Camera Still Camera Lighting Other (describe) _____

SPECIAL ARRANGEMENTS

It is understood that the filming will not offend the sensibilities of the public, will cause no interference with the use of Park facilities by the public, and the intended use is not otherwise contrary to the public interest. The permittee agrees to indemnify and hold harmless the State of New Jersey, the Palisades Interstate Park Commission and its commissioners, officers, agents and employees for any injury or damages received or sustained by any person(s) or property from the operation of this permit, or by or from any consequences of any act, omission, neglect or misconduct on the part of anyone associated with the permittee.

Possession of permit or payment of fees does not guarantee entry or re-entry to the park when an area is closed or filled to capacity. Park roads and drives may be closed to all traffic due to 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.

Wedding/Formal photo permit fee includes a maximum of four vehicles, excluding Fort Lee Historic Park, where vehicles must pay the parking fee at the meter upon arrival, unless otherwise noted. All other vehicles are subject to parking fee and parking availability. [408.1(g)]

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. [408.1(f)(1)] Failure to comply with any terms of this permit may result in revocation of this contract, termination of your activities and denial of future requests. [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 #: _____

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