



PALISADES INTERSTATE PARK COMMISSION

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

Tel. 201 768-1360

njpalisades.org

Special Event Permit Instructions

Special Event Permits are issued from April 15 – November 15. Permits are not issued for holidays and holiday weekends at any area.

Special event permits are required for activities classified as **Group Events** such as hike-a-thons, walkathons, bike-a-thons, bicycle time trials, running races, rowing races, motorcycle runs, car club meets, car shows, company picnics, weddings not held at the Alpine Pavilion, wedding ceremonies and other organized events, meets or competitions.

All group events are evaluated on a case-by-case basis. Applicants must submit a completed Special Event permit with a brief description of the event, park location and details for a determination of approval by the Superintendent. We accept applications on a first-come, first-served basis. Dates are not held until a completed application is received.

- Applications for **Group Events** that require PIPPD and/or EMS coverage must be made no less than 3 months prior to the event date.
- Applications for **Major Group Events** with fewer than 1000 participants must be made no less than 4 months prior to the event date. Applications for **Major Group Events** with more than 1000 must be submitted at least 6 months prior to event.

You may submit your application by email, mail or by visiting our Park Headquarters. Emailed applications can be sent to Sandra Yocovelli at syocovelli@njpalisades.org. Office hours are 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.

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

PALISADES INTERSTATE PARK COMMISSION

P.O. BOX 155, ALPINE, NJ 07620

Website: njpalisades.org

2017 SPECIAL EVENT PERMIT

ORGANIZATION INFORMATION

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

EVENT INFORMATION

DATE: _____ AREA: _____ EVENT: _____
SETUP TIME: _____ START TIME: _____ END TIME: _____
OF PEOPLE: _____ # OF CARS _____ # OF BUSES: _____ # OF CATERING VEHICLES _____
Event Type: Charity Fundraiser Company Picnic Group Event Wedding Public Event Bus Permit Included
Activities: Caterer Band/DJ Alcohol Use Authorized Signs/Banners Rental Company Parking Fee Included
Fees: Prepaid Parking \$ _____ \$ _____ Other (describe) _____

SPECIAL ARRANGEMENTS

Permittee may not interfere with public use of Park areas, obstruct the flow of traffic on Park roads, or disturb Park operations; Park amenities, picnic areas and parking spaces are available on a first-come first-served basis, unless otherwise noted; Alcohol is prohibited unless noted above and the appropriate permit has been secured; Tents, rides, sound systems, etc. by special arrangement only; All signs and decorations must be removed at end of the event; All garbage must be bagged and placed in the green dumpsters; Tents, equipment or rides may not be set up in the overflow parking area (Ross Dock); All activities on the grounds must be listed on the permit and conform to the approved site plan. [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 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)] Payment of parking fee does not guarantee re-entry to the park when park entrances and areas are closed or filled to capacity.

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. 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 event 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

