PALISADES INTERSTATE PARK COMMISSION
P.O. Box 155 Alpine, New Jersey 07620
Phone: (201) 768-1360 ♦ Email: permits@njpalisades.org
Office Hours: Mon. – Fri. 8:30am – 4:30pm

2026 Alpine Pavilion Application

The Alpine Pavilion is an open-air, covered stone picnic Pavilion that may be reserved for private and public events. The Pavilion Rental Permit includes use of the upper level of the Pavilion and the 70x70 rental area immediately east of the building. Permits are issued for **weekdays and weekends** starting April 15 through November 15, excluding holidays and holiday weekends (groups over 25 are prohibited in the park on these days).

The dimensions of the Pavilion are 25' x 70', and there are 120 volt/20-amp outlets located on the south and west sides of the second floor. The second floor is equipped with (18) 6 ft. stationary picnic tables, and the area directly in front of the Pavilion on the lower grounds is equipped with (20) 6 ft. picnic tables. The second floor of the Pavilion is not wheelchair accessible.

You may submit a completed application in-person (by Appointment), by email to permits@njpalisades.org or by mail to PO Box 155, Alpine, NJ 07620. Applicants must be 18 years or older. A completed application consists of the following:

- ☐ Application completely filled out and signed by person in charge.
- ☐ Copy of driver's license or government-issued ID. (ID must be of the person signing the permit.)

Do not submit payment until your application has been approved. Our office will contact you with payment options. See Alpine Pavilion Fee Schedule for fees.

Insurance is required from all schools, camps, companies, organizations, and for public events. See Insurance Requirement sheet.

Payment must be received and permits, including all modifications, must be finalized no less than **5 business days** prior to your event.

Refund and Rain Date Policy

A written request must be received 30 days prior to the event date to receive a full refund for cancellations. Written requests received with less than 30 days' notice is at the discretion of the Superintendent and a 25% cancellation fee will be deducted from the permit fee. Refunds will not be issued for any cancellations received within 3 business days prior to the event date.

Groups may request to reschedule their event due to forecast severe weather (i.e., hurricanes, significant heavy rainfall) providing the request is received no later than 3 business days prior to the event date. Events may be rescheduled based on availability in the event calendar.

Refunds or requests to reschedule events for routine inclement weather such as light rain, showers, and chance of thunderstorm will not be considered.

PALISADES INTERSTATE PARK COMMISSION
P.O. Box 155 Alpine, New Jersey 07620
Phone: (201) 768-1360 ♦ Email: permits@njpalisades.org
Office Hours: Mon. – Fri. 8:30am – 4:30pm

2026 Alpine Pavilion Fee Schedule

Permits are subject to the area capacity limitation of 125 people.

A **Picnic Permit** is required for groups reserving the Pavilion for picnics or basic park activities. Items allowed are gas or charcoal grills (must not be used in or within 10 feet of any building or structure, or on picnic tables), 10x10 shade tents, folding tables and chairs, music (small portable speakers).

Picnic Permit Fee Table

Number of people	Fee	Security Deposit
Up to 125	$550	$275
Concession Stand	$100	n/a

A **Group Use Permit** is required for groups reserving the Pavilion for private and public events that include regulated activities such as caterers, band/DJ, alcohol permit, rental equipment, and vendors.

Alpine Pavilion Group Use Permit Fee Table

Number of people	Fee	Security Deposit
Up to 125	$1,650	$825
Concession Stand (optional)	$100	n/a
Table Sub-agreement (optional)	n/a	$500

Parking & Fees – There is a designated parking area for permittee to drive up to and park next to the Pavilion that has a maximum capacity of 3 vehicles. Parking for 3 vehicles is included in the permit fee; all other vehicles must park in the main lot and pay parking fees at the meter station. For hours and fees, please visit https://www.njpalisades.org/parking/. Prepaid parking is not available.

Vehicles seating 15 passengers or more require a Bus Access Placard to enter the park, which will be included with the Alpine Pavilion Permit at your request. Bus parking is permitted **weekdays only**; buses may only drop off and pick up on weekends. Parking arrangements must be secured when applying for the permit. Bus parking fees apply.

Concession Stand – An additional fee of $100.00 is charged for the use of the adjacent concession stand. The concession stand is equipped with a cold-water sink and 120 volt/20-amp outlets.

Table Sub-agreement – The Commission has made an allowance for groups to temporarily remove the seating within the Pavilion when obtaining a Group Use Permit only. These groups must enter into a sub-agreement and provide an additional security deposit in the amount of $500.00.

Revised: 3/6/2026

ALPINE PAVILION APPLICATION

Organization Name: _____

Person in charge: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____ Email Address: _____

Date of event: _____Setup Time: _____ Start Time: _____ End Time: _____

Number of People: _____ Number of Cars: _____ Number of Buses: _____

Description of Event: _____

_____

Permit applying for: ____ Picnic Permit ____ Group Use Permit

Is this a Private Event or Public Event? ____ Private ____ Public

Will you use the Concession Stand (additional cost)? ____ Yes ____ No

Will alcohol be served? ___Yes ___No

Will there be a band/DJ? ___ Yes ___ No

Will there be vendors? ___Yes ___No
If yes, number of vendors_____ Name _____
Submit separate list if more than one.

Will there be a caterer or food truck (a maximum of 3 vehicles allowed) ___ Yes ____ No
If yes, number of catering vehicles _____ Name _____
Submit separate list if more than one.

Will you remove the picnic tables? ___Yes ___No
(Alpine Pavilion Table Sub-Agreement is required)
If yes, name of Rental Company providing tables and chairs: _____

The following activities are considered for **public** events only:

Will there be:
Merchandise/Food Sale ___ Yes ___ No
Money Collection/Fundraising ___ Yes ___ No
Advertisement/Promotional Materials___ Yes ___ No
Alcohol Sale ___Yes ___ No
Games of chance, raffles, etc.___ Yes ___ No
Registration/Security Personnel __ Yes ___ No
Signage/Markings ____Yes ____No

Signed: _____ _____
Person In Charge Date

Revised: 2/1/2024

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

Insurance Requirements

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 two million dollars ($2,000,000) per occurrence, two million dollars ($2,000,000) 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 require 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 two million dollars ($2,000,000), 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 list the "certificate holder" as

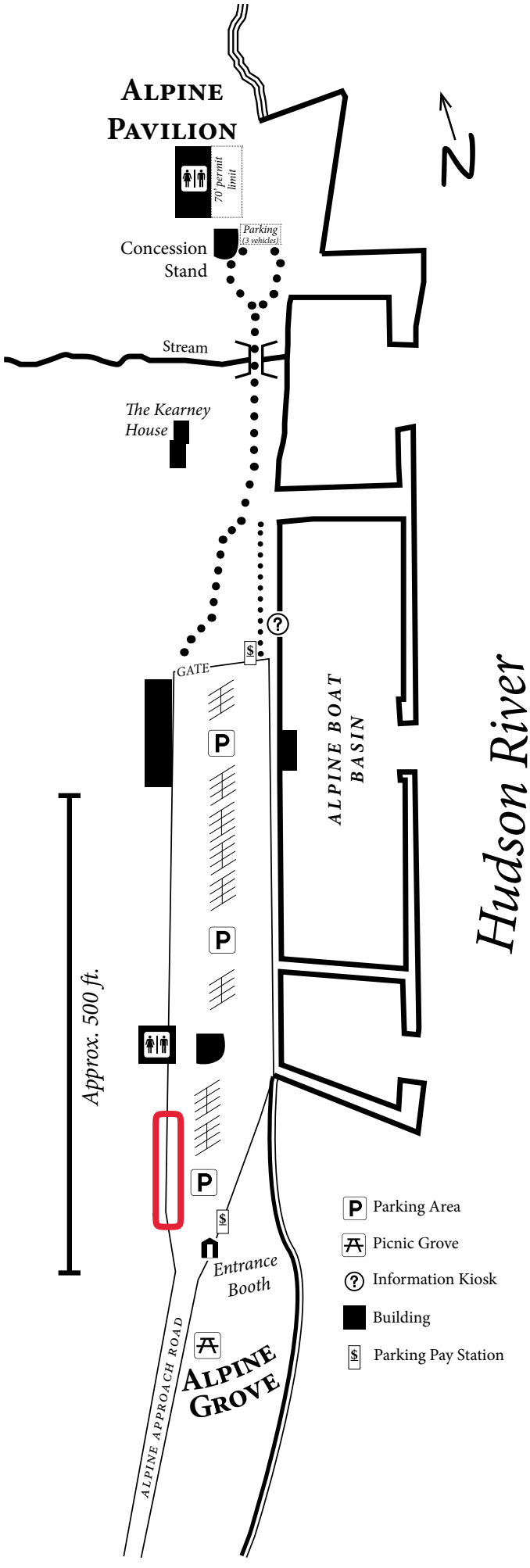
Palisades Interstate Park Commission
PO Box 155
Alpine, NJ 07620

and shall name *"the People of the State of New Jersey, the Palisades Interstate Park Commission, their officers, agents, and employees."* as additional insured under the Description of Operations box. Designating PIPC as a "certificate holder" shall not constitute compliance with this section.

The name and date of the event must be clearly stated on the certificate under Description of Operation. 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.

Alpine Picnic Area

Showing location of Alpine Pavilion & Alpine Grove