PALISADES INTERSTATE PARK COMMISSION
PO Box 155 Alpine, NJ 07620
Phone: (201) 768-1360 ♦ Email: permits@njpalisades.org
Office Hours: Monday to Friday, 8:30 am to 4:30 pm

Group Use Permit Application

Group Use Permits are issued for private and public group events such as fundraisers, group hikes, car shows, wedding ceremonies / receptions, and organized athletic events, meets, or competitions. Permits are required for groups of 25 or more, if special accommodations are needed, or if a group is coming by bus regardless of group size.

Permits are issued from April 15 through November 15, excluding holidays and holiday weekends. Groups over 25 are prohibited in the park on these days. Small groups or individuals may be issued permits year 'round for educational activities, informal wedding ceremonies, and religious services.

All group events are evaluated on a case-by-case basis. Applications for events that require exclusive use, road closures, security, traffic control, PIPPD and/or EMS coverage, or maintenance staff support must be submitted no less than four (4) months prior to the event date.

Submit a completed application by email to permits@njpalisades.org or by mail to Group Use Permits, c/o PIPC, PO Box 155, Alpine, NJ 07620. A completed application consists of the following:

- ☐ A completed and signed Group Use Permit application.
- ☐ An event plan with details of all proposed equipment and amenities associated with the event, including area site map(s) , route location map(s), timetable, etc.
- ☐ The signed Permit Terms and Conditions page.
- ☐ A copy of the driver's license or government-issued ID for the person signing the permit.

Do not submit payment until your application has been approved. Our office will contact you with payment options. See Group Use Permit Fee Schedule.

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

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

Revised 3/9/2026

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Group Use Permit Fee Schedule

Small Group Events are private outings for 25 to 100 people that do not include any regulated equipment or activities and have minimal impact on picnic areas and park roads. Group hikes, group runs, prayer services, and educational field trips are examples of Small Group Events.

Small Group Event Fee Table

Number of People	Fee
25 or less (coming by bus)	$60
26 - 50	$225
51 - 100	$350

Medium Group Events are for 200 people or less that typically include regulated activities or equipment such as caterers, band/DJ, alcohol permit, rental equipment, and/or vendors. We will return the security deposit upon satisfactory completion of the event and inspection of the facilities used.

Medium Group Event Base Fee Table

Number of People	Fee	Security Deposit
1 - 99	$1,600	$800
100 - 200	$2,100	$1,050

Large Group Events are for more than 200 people that typically include regulated activities or equipment such as caterers, band/DJ, alcohol permit, rental equipment, vendors, and exceed the area capacity limits or have a significant impact on park facilities and resources. Large Group Events require PIPPD Coverage.

Large Group Event Base Fee Table

Number of People	Fee	Security Deposit
201 - 299	$2,600	$1,300
300 - 399	$3,100	$1,550
400 or more	TBD	Set by Superintendent

Base fees are derived from the group size, proposed use, and impact to the park. Additional fees for exclusive use, road closures, security, traffic control, PIPPD and/or EMS coverage, and maintenance staff are based on the needs of the event, the requests of the permittee, and any conditions established by the Superintendent.

Parking Fees: Metered parking is in effect between April 1 and October 31. For hours and fees, please visit our website https://www.njpalisades.org/parking/.

Vehicles seating 15 passengers or more require a Bus Access Placard to enter the park. At your request, this will be included with your Group Use Permit. Buses may drop-off and pick-up only. Bus parking is permitted at a limited number of park areas, and arrangements must be made when securing the permit. Bus parking fees apply.

Revised 3/9/2026

GROUP USE PERMIT APPLICATION

Area(s) Requested _____

Day of Event _____ Date of Event _____

Set-up Time _____ Start Time _____ Tear Down Time _____ End Time _____

Number of participants _____ Number of cars _____ Number of buses _____

Title / Description of Event _____

Organization Name (if applicable) _____

Address _____

City _____ State _____ Zip _____

Person in Charge _____ Title _____

Phone _____ Cell _____ Email _____

Please submit an event plan with details of all proposed equipment and amenities associated with the event including an area site map, route location maps, timetable, etc.

Is this a ☐ Public Event or a ☐ Private Event? Will alcohol be served? ☐ Yes ☐ No

Do you need exclusive use of the area(s)? ☐ Yes ☐ No

If exclusive use is requested, please submit a detailed description including requested closures, special access needs, parking plan, and personnel summary.

Will there be tents? ☐ No ☐ Yes How many? _____ What size(s)? _____

Will there be caterer(s)/food truck(s)? ☐ No ☐ Yes How many? _____ Name(s) _____
If more than one, please submit a separate list with names.

Will there be vendors? ☐ No ☐ Yes How many? _____ Name(s) _____
If more than one, please submit a separate list with names.

Will there be live music/band(s)/DJ(s)? ☐ No ☐ Yes Name(s) _____
If more than one, please submit a separate list with names.

The following are considered for **public** events only. Will there be

Food / Non-alcoholic beverage sales	☐ Yes	☐ No
Alcohol sales	☐ Yes	☐ No
Merchandise sales	☐ Yes	☐ No
Money collection / Fundraising	☐ Yes	☐ No
Games of chance, raffles, etc.	☐ Yes	☐ No
Advertising / Promotional materials	☐ Yes	☐ No
Signage, markings, etc.	☐ Yes	☐ No
Registration / Security personnel	☐ Yes	☐ No

Signed _____ Date _____
Person In Charge

OFFICE USE ONLY: Date Received _____ Approved by _____ Date _____

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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 coverages 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 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

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and shall name *"the People of the State of New Jersey, the Palisades Interstate Park Commission, their officers, agents, and employees"* as additional insureds under the Description of Operation's 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 the Description of Operation. The event or project date(s) must fall within the effective and expiration dates of the policy.

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

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