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 Carpenter's Grove Permit Application

Carpenter's Grove is a small picnic area south of Ross Dock that may be reserved for private events. The site is furnished with (15) 6 ft. stationary picnic tables and 2 grills. Permits are issued for **weekdays and weekends** starting May 1 through October 31, excluding holidays and holiday weekends (groups over 25 are prohibited in the park on these days).

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. 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).

Do not submit payment until your application has been approved. Our office will contact you with payment options. See Carpenter's Grove Fees & Information sheet for fees.

Insurance is required from all schools, camps, companies, and organizations. 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.

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2026 Carpenter's Grove Fees & Information

Number in Group (Including Children)	Permit Fee	Security Deposit
Up to 75 maximum	$400.00	$200.00

Parking & Fees – There is an adjacent parking area designated for guests attending events at Carpenter's Grove only that has a maximum capacity of 15 vehicles. Parking for 15 vehicles is included in the permit, all other vehicles must park at Ross Dock and pay parking fees at the meter station. Prepaid parking is not available. Parking fees are charged between April 1 and October 31. For hours and fees, please visit our website https://www.njpalisades.org/parking/.

A parking placard will be issued to the permit holder to distribute to their guests to gain access to the Carpenter's Grove parking area. All vehicles must be parked in the designated lot. The pass must be displayed on the driver's side dashboard and visible at all times. If Ross Dock Picnic Area is filled to capacity, but there are still spaces available at Carpenter's Grove, the placard must be presented at PIPPD traffic control checkpoint to allow guests entry into the park. Guests without the placard will not be allowed entry and are subject to wait until space is available.

Vehicles seating 15 passengers or more require a Bus Access Placard to enter the park, which will be included with the Carpenter's Grove Permit at your request. Buses are allowed **weekdays only** and may only drop-off and pick-up. Bus parking at Carpenter's Grove and Ross Dock is prohibited. Buses that are visiting Carpenter's Grove and are staying on premises may park along the access road at Allison Park. Bus parking fees apply.

Restrooms - There are portable restroom facilities on site. Full restroom facilities are located 700 yards away in Ross Dock Picnic Area.

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Website: njpalisades.org

2026 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

Possession of permit or payment of parking fee does not guarantee entry or re-entry to the park when park entrances and areas are closed or filled to capacity. Permit holders for Alpine Pavilion and Carpenter's Grove are not to exceed the maximum number of vehicles allowed in the designated parking areas; all other vehicles must park in the main lot.The parking fee must be paid at the meter station upon arrival. [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. The person-in-charge should contact the Park Police at 201-768-6001 for questions regarding emergent closures.

For cancellation of this permit, a written request must be received by the Commission 30 days prior to event date to receive a full refund. Written requests received with less than 30 days' notice are at the discretion of the Commission and a 25% cancellation fee will be deducted from the permit fee. Refunds will not be given for any cancellations received within 3 business days of the event date. Refunds are not granted for inclement weather. [406.2]

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 event, denial of future requests and loss of security deposit, in part or in whole. [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

FOR OFFICE USE ONLY:

DATE PAID: _____ AMT: _____ HOW: _____ RECEIPT #: _____ ☐ DL ☐ SD ☐ INS

DATE OF REFUND ISSUED: _____ REFUND AMOUNT: _____ ☐ CREDIT CARD ☐ CHECK REQUEST

cc: Police, Maint. (2), Ops. (2), Matron, File, Accounting

PERMIT #: _____

PICNIC PERMIT TERMS AND CONDITIONS

1. No Alcohol.
2. No food vendors.
3. No balloons, confetti, glitter, animal entertainment, inflatables (e.g., bounce houses), dunk tanks or similar amusements or rides.
4. No commercial tents, generators, or drones.
5. No DJs or live music. Radios must be kept to minimum volume. Do not disturb other park patrons.
6. No nails, staples, screws, or glue may be used to hang signage or decorations. All decorations and signs must be contained within your immediate permit area.
7. No markings of any kind, including but not limited to paint and chalk may be applied to roads, paths, walkways, trees, buildings, furniture, or other park structures.
8. No ropes, cones, barricades, or control measures of any kind shall be employed to restrict public access to any park facilities.
9. No fire, candles, torches, or open flames of any kind are permitted on park grounds. Gas or charcoal grills are permitted but must not be used in or within 10 feet of any building or structure, or on picnic tables.
10. Items allowed are 10x10 shade tents, tarps, folding tables, and chairs.
11. Applicant must be 18 years or older.
12. 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 including set-up and breakdown must take place on the date listed in the permit between 10AM and 9PM. For permits issued in November permit hours are 10AM to 7PM.
13. Park amenities, picnic areas and parking spaces are available on a first-come first-served basis. Permit holders for Alpine Pavilion and Carpenter's Grove have priority use of park amenities in the designated area.
14. The Alpine Pavilion facility rental limit includes use of the upper level of the Pavilion and the 70x70 rental area immediately east of the building. The bathrooms on the ground level, adjacent picnic areas, walkways, and fishing bulkhead must remain open to the public.
15. Permit activities shall not interfere with the public use of park areas including restrooms, parking lots, trails, and other park amenities.
16. Picnics are limited to group size capacity at each location. Groups shall not exceed the approved group size listed on the permit.
17. The permittee and their guests cannot sell or offer for sale, hire, or lease any merchandise, service, or other thing of value for their own profit on Park Commission property.
18. The distribution of any advertising or promotional materials, including press releases, signs, posters and flyers, and the placement of any signs, banners, radio/TV/social media advertisements pertaining to the event is prohibited. Ticket sales for the event through an online platform (e.g., Eventbrite) is prohibited.
19. 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.
20. Permittee shall clean-up the site upon completion of the event including removal of all decorations, pickup of litter, and disposal of all garbage. All garbage and recyclables must be bagged and placed in an appropriate trash receptacle.
21. Hot coal must be placed in designated receptacles.
22. 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.
23. 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.

Signed: _____ _____

Person In Charge Date

Revised: 2/1/2024

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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 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

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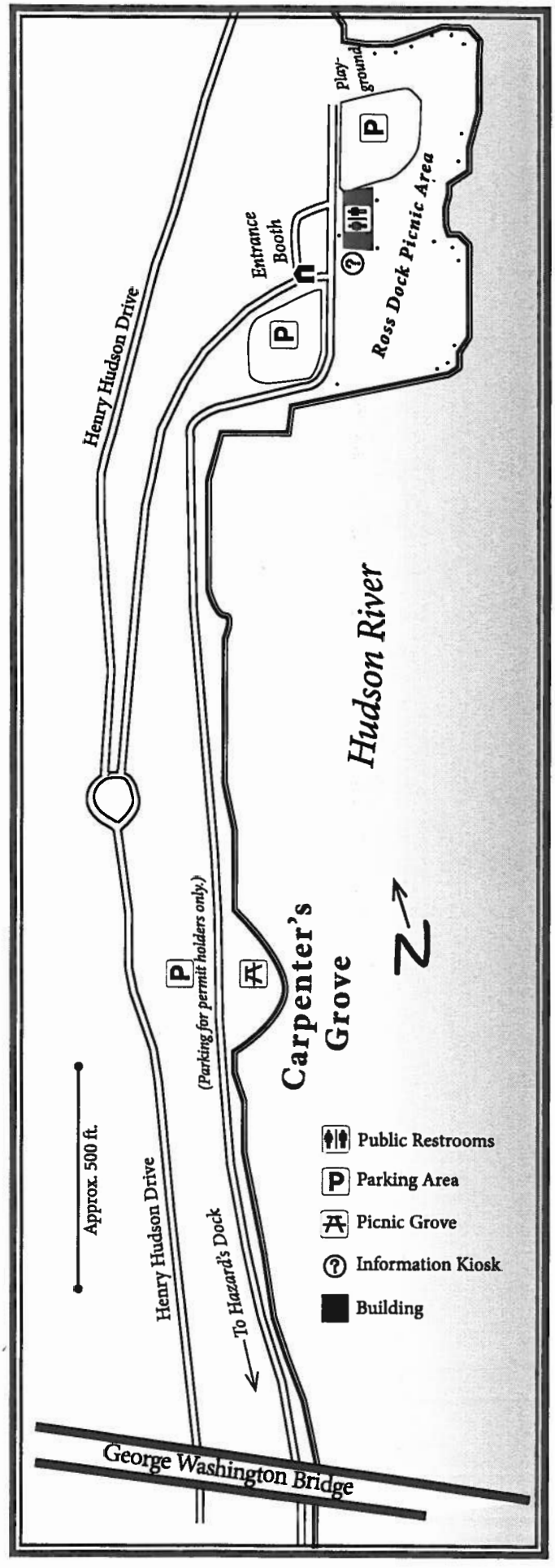
and shall name *"the People of the State of New Jersey, the Palisades Interstate Park Commission, their officers, agents, and employees."* as additional insured under the Description of Operations box. Designating PIPC as a "certificate holder" shall not constitute compliance with this section.

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.

Ross Dock Picnic Area

Showing location of Carpenter's Grove