



## PALISADES INTERSTATE PARK COMMISSION

P.O. Box 155 Alpine, New Jersey 07620

Phone: (201) 768-1360 ♦ Email: [permits@njpalisades.org](mailto:permits@njpalisades.org)

Office Hours: Mon. – Fri. 8:30am – 4:30pm

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### 2024 Picnic Permit Application

Picnic Permits are required for groups greater than 25 people. They are issued to provide access to Englewood and Ross Dock Picnic Areas for picnics and basic park activities. They do not entitle the permittee to priority use of a specific location, and they are issued with the understanding that park amenities are available on a first-come first-served basis.

Permits are issued May 1 – October 31, for **weekdays only** excluding holidays (groups over 25 are prohibited in the park on these days).

You may submit a completed application by email to [permits@njpalisades.org](mailto: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 Picnic Permit Fee sheet for fees.

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

**Rain Dates** – 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.

**Refunds** – 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.

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



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### 2024 Picnic Permit Fees

Permits are subject to the area capacity limitation of 125 people at the Englewood Picnic Area and 200 people at Ross Dock.

Picnic Permit Fee Table

| Number of people<br>(Including children) | Fee   | Security Deposit |
|--|-------|------------------|
| 26 - 50                                  | \$125 | \$65             |
| 51 - 100                                 | \$250 | \$125            |
| 101 - 150                                | \$375 | \$185            |
| 151 - 200                                | \$500 | \$250            |

Do not submit payment until your application has been approved.

**Parking Fee** – Metered parking in effect between April 1 and October 31. For hours and fees, please visit our website <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 Picnic Permit at your request. Buses may only drop-off and pick-up; bus parking in the picnic area is prohibited. Buses that are visiting Englewood Picnic Area or Ross Dock Picnic Area and are staying on premises may park along the road at Allison Park. Bus parking fees apply.

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Website: njpalisades.org

## 2024 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





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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.**