

GROUP USE AND PICNIC POLICY

The Commission may issue permits to groups in accordance with this policy in order to provide access to and use of an area within the park. Only one group permit will be issued for a given area on a given day, subject to seasonal restrictions. Seasonal parking fees shall apply to all permits.

Group Type:

There are two categories of permits, *public* and *private*. *Public* events are those that are open to the public, when participation has been solicited by email, flyer, or other form of advertisement. *Private* functions are closed to the general public and are by invitation only. Typical examples of *public* and *private* events include the following:

<u>Public</u>	<u>Private</u>
Walk-a-thons	Weddings
Bike-a-thons	Bridal Showers
Motorcycle/Car Rallies	Company Picnics
Fundraising Events	Family Reunions
Charity Events	Group Picnics

Private Events:

Large events such as company picnics, wedding ceremonies and receptions require approval by the Superintendent and are subject to a separate fee schedule. A \$200 refundable security deposit is required for these events.

Wedding Ceremonies:

Permits may be issued throughout the year for informal wedding ceremonies not requiring any ancillary equipment, services or decorations. There is no permit fee for these events.

Permits may also be issued for formal ceremonies requiring more elaborate set-ups. These permits are subject to the approval of the Superintendent and additional fees may apply.

Wedding Receptions and Company Picnics:

Permits for wedding receptions, company picnics and similar events may be issued in accordance with this policy. These events typically feature regulated equipment and activities, such as the use of tents, catering services, electric hook-ups, games/rides, live entertainment/DJs, dance floors, rental equipment, etc., and therefore require approval by the Superintendent.

Permits will specify all regulated activities and list conditions for their use as established by the Superintendent. Large events have separate fee schedules that include provisions for area use, parking and regulated items. Additional fees may apply for any atypical use, equipment or activity associated with the event.

Public Events:

Permits may be issued for *public* events such as non-profit or charity fundraisers like bike-a-thons and walk-a-thons. Groups requesting permits for *public* events need to demonstrate their non-profit or charity status, in writing, to the satisfaction of the Superintendent. Authorized use of alcohol at *public* events will require the appropriate permit from the New Jersey Division of Alcoholic Beverage Control. Open social events are not permitted in the park.

Group Size:

Permits are **required** for picnics or outings for groups larger than 25 people. Permits are not required for picnics or outings for groups of 25 people or fewer, providing the group has no atypical use, equipment or activity associated with its event. Such use, equipment or activity requires a permit and approval by the Superintendent, regardless of group size.

Permits may be issued for *private* and *public* group functions that are within the size ranges listed in the following table.

	<u>Alpine, South Area</u>	<u>Alpine Pavilion</u>	<u>Englewood</u>	<u>Ross Dock</u>
Weekdays	25-100	25-125	25-100	25-250
Weekends	25-75	25-125	No Private Permits Issued	No Private Permits Issued

Permit Season:

Park areas are generally open and available for group picnics and outings from mid-April through mid-November. The *peak season* for group activities runs from the weekend before Memorial Day through the weekend after Labor Day, inclusive. Permits for group use or picnics **will not** be issued on holidays or holiday weekends (Memorial day, Labor Day and Independence Day), for any type of group.

During the *peak season*, permits for *private* group outings and picnics may be issued on weekdays only for the Ross Dock and Englewood Picnic Area. Permits for *private* functions may be issued during the *peak season* for the southern picnic area and the Pavilion in Alpine Picnic Area. At times outside of the peak season, permits for *private* outings and picnics may be issued in all areas, subject to the approval of the Superintendent.

Permits for *public* events may be issued throughout the year, subject to the conditions of this policy and the approval of the Superintendent.

Regulated Activities:

Typical personal items for general picnic use by park patrons are not regulated and do not require permits (see table below). Games and athletic activities are permitted providing they comply with the Rules and Regulations of the Commission. The Commission regulates certain types of equipment and activities associated with group outings and picnics, which are either strictly prohibited or permissible by permit only (see table below).

Equipment and activities requiring permits must be approved by the Superintendent, and must be listed on the permit. Groups must comply with any conditions established by the Superintendent regarding the use of regulated equipment and activities, and the permit may be subject to additional fees.

The following table summarizes the items and activities that are permitted, prohibited or permitted by permit only.

<u>Permitted</u>	<u>Prohibited</u>	<u>By Permit Only</u>
10'x10' shade canopies	Amusement rides	Live music, sound systems & DJs
Coolers	Balloons	Catering services
Portable grills & barbeques	Signs	Tents
Folding tables	Open fires & candles	Rental equipment
Lawn & beach chairs	Marking paint	Inflatable rides (charity events only)
Tarps	Pony Rides	Fundraising activities
		Generators
		Banners
		Decorations
		Performers

First-Come, First-Served Policy:

Permits are issued with the understanding that use of specific locations within the picnic areas are not exclusively reserved, but are available on a first-come, first-served basis. Individuals or groups may not reserve tables, parking spaces or other amenities for group members who are not present in the Park. A minimum of one adult must be present for each table being used by a group. Under the first-come, first-served policy, groups without a permit may use no more than five tables.

An individual's or group's activities may not interfere with the access to or use of an area by the general public. The use of ropes, cones or other barriers to segregate a portion of a picnic area or to restrict access to park facilities is strictly prohibited.

Oversize Groups:

Under special circumstances, the Superintendent may issue permits for groups that are larger than the sizes specified above. Depending on the complexity of the event, additional fees may then apply for area use or police support as deemed necessary by the Superintendent.

Security Deposits:

A security deposit of \$200 will be required for all events (*public* and *private*) with greater than 100 guests or participants, and may be required for small groups depending on the complexity of the event. Failure to remove all decorations, failure to properly clean-up and bag garbage, and damage to park facilities shall be grounds for forfeiture of the deposit.