

GROUP USE AND PICNIC POLICY

The Commission may issue permits for groups of 25 people or more in accordance with this policy to provide access to and use of an area within the park. All permits require the approval of the Superintendent and all event participants must pay the seasonal parking fee unless otherwise noted.

Group Type:

Permits are issued for two categories of events, *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
Bicycle/Running races	Group Picnics

Permit Season:

Park areas are generally open and available for *private* and *public* events from mid-April through mid-October. The *peak season* in the park runs from the weekend before Memorial Day through the weekend after Labor Day, inclusive.

Permits for *private* events and picnics may be issued during the *peak season* on weekdays for all areas, and on weekends for Carpenter's Grove, Alpine Grove and Alpine Pavilion only. Permits for *private* events and picnics may be issued during the *non-peak season* for all areas in accordance with this policy.

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

Permits for *public* or *private* events will not be issued on holidays or holiday weekends (Memorial Day, Labor Day and Independence Day) at any location, including the Alpine Pavilion.

Public Events:

Permits may be issued for *public* events such as fundraisers, walk-a-thons, bicycle races, etc. Groups requesting permits for *public* events need to demonstrate their status as a charitable organization in writing to the satisfaction of the Superintendent, in order to receive the discounted permit fee rate.

Authorized use of alcohol at *public* events will require the appropriate permit from the New Jersey Division of Alcoholic Beverage Control. Open social events where alcohol is to be served are not permitted in the park.

### Private Events:

Permits may be issued for *private* events such as company picnics, group picnics, and wedding receptions. Authorized use of alcohol at *private* events requires the permittee to have a controlled means of dispensing alcohol only to the event participants.

#### Group Picnics:

Picnics for groups less than 50 people are permitted on a first-come first-served basis. No permits will be issued.

Permits for group picnics in excess of 50 people may be issued throughout the year at all picnic areas, except the Ross Dock and Englewood Picnic Areas, where permits will not be issued on weekends during the *peak season*. Group Picnic Permits will not be issued on any holiday or holiday weekend. A \$200 refundable security deposit is required for Group Picnic Permits.

All Group Picnics are strictly limited to permitted items and activities listed later in this document.

#### 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 wedding ceremonies requiring more elaborate set-ups. Additional fees may apply to these events depending on the size and scope of the event.

#### 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, live entertainment/DJs, dance floors, rental equipment, etc., which must be listed in the permit.

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.

#### Pavilion Events:

Functions at the Alpine Pavilion require all activities to be completed on the day of the event. Drop-off and pick-up of items such as rental equipment and tents will not be permitted at any time when the pavilion has been rented to another party. Groups requiring additional set-up or breakdown time must either rent the pavilion for additional days they need to perform such activities or rent the storage space beneath the pavilion.

The Pavilion is offered at a special rate for weeknight group meetings. This offer is only valid Monday through Thursday only for meetings starting after 3:00 pm.

### Group Size:

Permits are required 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 regardless of group size.

Generally, only one group permit will be issued for a given area on a given day. Multiple permits may be issued for an area for several small groups providing the combined group size is less than the area capacity limits listed below.

Permits for *private* and *public* events may be issued for groups that are within the size ranges listed in

the following table.

	<u>Alpine Grove</u>	<u>Alpine Pavilion</u>	<u>Englewood</u> <sup>1</sup>	<u>Ross Dock</u> <sup>1</sup>	<u>Carpenter's</u> <sup>2</sup>
<b>Weekdays</b>	25-125	25-125	25-100	25-250	25-75
<b>Weekends</b>	25-125	25-125	25-100 (Off peak season only)	25-125 (Off peak season only)	25-50

1 - Permits for *private* events are not issued during the *peak season* at the Ross Dock and Englewood Picnic Areas

2 - Parking at Carpenter's is limited to 15 vehicles, including caterer. All other vehicles must park at Ross Dock.

### 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 events or 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
Beach Umbrellas	Torches	Generators
	Kiddie Pools	Banners
		Decorations
		Performers

### First-Come, First-Served Policy:

All 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, with the exceptions of Alpine Pavilion, Alpine Grove and Carpenter's Grove. 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.