

PASSAIC COUNTY PARKS & RECREATION
PARK PERMIT INFORMATION

- All park picnic areas are available for rental by obtaining a permit from the Passaic County Parks Department. Permit applications are available online at www.passaiccountynj.org. Please refer to the list of fees available online. Permit application will be accepted for the current year only.
- Picnics with parties of 12 or more (adults and children) require a permit.
- Permits are required during the months of April through November.
- Permits for historic sites are required year round.
- Permits are processed in the order that they are received.
- In order for your permit to be processed in a timely manner, we request you submit your application no less than 3 weeks prior to your desired date. Notifications of permit acceptance/denial will be emailed to the contact person within 2-4 days of receiving a complete permit application. Applicants will be notified of insurance and security requirements.
- Payment must be in the form of a check or money order. Cash will not be accepted. A security deposit in the form of a separate check or money order is also required. The amount of the deposit is 30% of the permit cost. Any payments/deposits not received two weeks prior to your event, will require that payment is made via certified funds, such as a money order or a cashier's check. No personal checks will be accepted. Upon the completion of your event, the site will be inspected by a Passaic County Park Attendant. If the site is in acceptable condition the attendant will collect your permit and deliver it to the Parks office for deposit return. If there are more people in the party than the permit was taken out of, or if the site is damaged/left dirty, your deposit will not be returned. If no one collects your permit, please send it to: Passaic County Parks Department at 209 Totowa Road in Wayne as soon as possible. **If you do not have your permit at the event, you will be asked to leave.**
- All park rules and regulations must be followed. A complete list can be found on our website.
- Rained Out Picnic/Events: If your event has been rained out and you wish to reschedule for another date, return the original permit along with a list of alternative dates. If you do not wish to reschedule return the original permit and a full refund will be made.
- Cancelled Picnics/Events: With the exception of "rain outs," refunds for cancellations will be made only upon receipt of written notice at least **2 weeks** prior to event date.
- Refunds/Deposits: May take up to 4 weeks to process
- Permits are non-transferable and there is a \$5.00 charge for a replacement of a lost permit.
- Rain dates are not assigned to events. If a rain date is desired, it will require approval by the Parks Director. Approval/denial will be determined based on a review of your event details.
- Use of any ball field and/or basketball court is not included with picnic permits and use of picnic areas is not included with a ball field and/or basketball permit. If you wish to reserve one of these areas you will need to apply for a separate permit.

INSURANCE REQUIREMENTS

- Depending on the size and nature of your event, a Certificate of Insurance may need to be filed with our office.
- Insurance needs for Special events will be determined after review of your initial permit application. Camping, use of the Nature Center, and filming events are subject to insurance requirements depending on the nature of the event.
- Picnics with 50 or more will require a comprehensive personal liability policy for \$300,000.
- Large groups, organizations and corporations will require a general liability policy for \$1,000,000 per occurrence combined single limit.
- Events with hazardous exposures will require an additional \$1,000,000 in excess liability.
- Special events with an organization sponsor will require a general liability policy for \$1,000,000 per occurrence combined single limit and an additional \$1,000,000 umbrella.
- All organized sports uses will require \$1,000,000 in general liability per occurrence combined single limit.
- Certificate of insurance will not be required for public entities in the State of New Jersey.
- No Blanket standard can be adopted concerning policy limits to be required. The limits will be determined by the kind of exposure involved when you submit your permit application.
- The County of Passaic has the authority to increase the minimum requirement described above when it's determined necessary.
- The County shall be furnished with a Certificate of Insurance executed by an insurance company authorized to do business in the State of New Jersey and acceptable to the County.
- Please make sure the term of the insurance (effective date to expiration date) coincides with the date of your permit.

FEE INFORMATION

If you are applying for a permit as a Passaic County resident (in County rate) you must provide proof of residency and check or money order must show a Passaic County address. Schools, non-profit organizations, and municipalities, may receive a 30% discount on permit fees. A discount will only be given if the organization's 501C3 is submitted.

Park Attendants: Park Attendants are available for your event. Request for a Park Attendant(s) and intended use must be noted on permit application. Requested services will be reviewed and approved by the Parks Director. The rate of \$15.00 per hour is charged per attendant. A Park Attendant is required for access to the interior of Boathouse.

Golf Cart Rental: Golf cart rentals are available for on site events. Approval will be authorized at the Park Director's discretion. The rental fee is \$100 per day per cart. There will be an additional delivery fee of \$50 for up to two carts. All carts must be delivered and picked up by the Passaic County Parks Department. A 30% discount will be applied towards these fees for all non-profit organizations. For more information see the golf cart rental form on our website.

Security/Traffic Control: Additional fees for security/traffic control, maintenance and set-up may apply. Please read the following fees and requirements for security and traffic control.

1. For profit events: \$85.00 per Officer/per hour, with vehicle. \$70 without vehicle.
2. Non-Profit events: \$66.00 per Officer/per hour, with vehicle. \$51 without vehicle.

The following criteria is used to determine the security/traffic control requirements.

- Parties/events under 100 participants requires no Officers.
- Parties/events over 100 participants and up to 200 participants requires an evaluation of the event and the security/traffic plan. Based upon the information provided, an officer may **be** required.
- Parties/events over 200 participants and up to 300 participants requires an evaluation of the event and the security/traffic plan. A minimum of **1** Officer must be hired for security and traffic control. Based upon the information provided, additional officer/s may be required.
- Parties/events over 300 participants and up to 400 participants requires an evaluation of the event and the security/traffic plan. A minimum of 2 Officers must be hired to provide security and traffic control. Based on the information provided, additional officer/s may be required.
- Parties/events over 450 participants requires an evaluation of the event and the security/traffic plan. Based upon the information provided, the exact number of officer's will be determined by the Sheriff's Department. Please note that the minimum number will be 3-Officers.

Events: Same fees apply for out of County with all special events. Depending on the nature of the event, additional Security, Maintenance and Set-up fees may apply and will be determined upon review of each individual permit application.

Commercial Filming/Photography: For a filming and/or photography permit, please contact Deborah Hoffman, Division of Economic Development
Office: 973-569-4720
Deborahh@passaiccountynj.org

Fields and Basketball Courts

Rates: **In County:** \$25.00 **Out of County:** \$30.00

Schools, non-profit organizations, and municipalities may receive a 30% discount on rates. **All athletic events require a permit.**

Goffle Brook Park

- Ball field
- Multi-use field (Soccer, Football, Lacrosse)
- Basketball court

Weasel Brook Park

- Basketball Courts
- Multi-use Field

Garret Mountain

- Basketball Court

Highland Preserve

- Softball fields
- Baseball field

- Permits are available for groups of 12 or more and rates are for a 3 hour period. If you wish to use multiple fields/courts, you are required to obtain a permit for each one. Softball fields are available from March thru August only. Soccer fields are available from September thru November only.

RIFLE CAMP PARK

Lean To Camping Area *An interesting place for overnight camping with so much to explore in one park*

- (a) Suggested capacity: 25 – 75 persons
- (b) Dimensions: 14,000 sq ft.
- (c) Accommodations: Lean to platform sheds, grills, fire pit
- (d) Parking: ample adjacent to area
- (e) Restrooms: Permanent on site

Rates:	No price difference for out of county
	Per Day/1 Night (24 hour period)
1 – 25:	\$85
26 – 50:	\$175
51 – 75:	\$250
76 or more:	\$500

- Camping events with groups of 76 or more require special preparations and maintenance and therefore have a higher rate.

Carnie Bragg Picnic Area: *All of your picnic needs can be met in this fully shaded picnic grounds*

- (a) Suggested capacity: 50-175 persons
- (b) Dimensions: 8,000 sq. ft.
- (c) Accommodations: picnic tables, grill, benches, grills
- (d) Parking: ample adjacent to area
- (e) Restrooms: Permanent comfort station

Rates:	In-County	Out of County
	1-5/5+ Hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 – 100:	\$95/\$120	\$120/\$145
101 or more	\$130/155	\$155/\$180

RIFLE CAMP PARK-continued

Warming Shelter: *Have your picnic in the tall timbers of this natural park area*

- (a) Suggested capacity: 25 – 100
- (b) Dimensions: 6,000 sq. ft.
- (c) Accommodations: picnic tables, grill, hiking trails
- (d) Parking: ample parking on site
- (e) Restrooms: Permanent comfort station

Rates:	In-County	Out of County
	1-5/5+ Hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 or more:	\$95/\$120	\$120/\$145

Amphitheater-Theater/musical setting in the great outdoors

Available for entertainment events

Rates:	
Up to 50:	\$100.00
51 – 100	\$200.00
101 or more	\$250.00

GARRET MOUNTAIN RESERVATION

THE PICNIC AREA SURROUNDING THE PAT DILANNI BOATHOUSE WILL BE DISTURBED THROUGH THE SPRING OF 2018. DUE TO THE DREDGING OF THE POND, THE AREA MAY NOT BE AVAILABLE DEPENDING ON THE NATURE OF YOUR EVENT.

Pat Dilanni Boathouse and Picnic Area: *A prettier scene would be hard to find anywhere in the tri-state area!*

- (a) Suggested Capacity: 50-200 persons
- (b) Dimensions: 31,000 sq. ft.
- (c) Accommodations: Sheltered patio, deck, 4 room boathouse, tables, benches
- (d) Parking: Ample parking adjacent to area
- (e) Restrooms: Permanent and Porta-John available

Rates:	In-County	Out of County
	1-5/5+ hrs.	1-5/5+ hrs.
Up to 50:	\$60/\$85	\$85/\$110
51 – 100:	\$95/\$120	\$120/\$145
101 – 150	\$130/\$155	\$155/\$180
151 – 200	\$165/\$190	\$190/\$215
201 or more	\$200/\$225	\$225/\$250

- Use of interior rooms in the boathouse and access to electricity requires a park attendant be present for the duration of the event. An extra charge of \$15/hour applies.

Big Meadow: *A 300,000ft open field available for your big event. Available for Concerts, Fairs, Festival, Flea Markets, Fireworks, etc.*

Rates:	
Up to 100	\$200.00
101 – 500	\$300.00
501 - 1000	\$750.00
1001 – 3000	\$2,000.00
3001 – 5000	\$3,500.00
5001 or more	\$5,000.00

GARRET MOUNTAIN RESERVATION-continued

Overlook Picnic Area: *Picnic while experiencing breathtaking views of the area below the Garret Mountain*

- (a) Suggested Capacity: 25 – 75 persons
- (b) Dimensions: 6500 sq. ft.
- (c) Accommodations: picnic tables, grills
- (d) Parking: Ample adjacent to area
- (e) Restrooms: Permanent and porta-john

Rates:	In-County	Out of County
	1-5/5+ hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 or more:	\$95/\$120	\$120/\$145

Stoney Brook Picnic Area: *Enjoy picnicking in a relaxing shaded area close to the trails and the pond*

- (a) Suggested Capacity: 25 – 75 persons
- (b) Dimensions: 15,000 sq. ft.
- (c) Accommodations: tables, grills
- (d) Parking: adjacent to area
- (e) Restrooms: Comfort station and porta-john

Rates:	In-County	Out of County
	1-5/5+ hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 or more:	\$95/\$120	\$120/\$145

Rocky Hollow Picnic Area: *Enjoy the private feel this area will provide right in the middle of Garret Mountain Park*

- (a) Suggested Capacity: 50 – 150 persons
- (b) Dimensions: 13,000 sq. ft.
- (c) Accommodations: tables, grills
- (d) Parking: Adjacent to the area
- (e) Restrooms: Adjacent to area

Rates:	In-County	Out of County
	1-5/5+ hrs.	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51– 100:	\$95/\$120	\$120/\$145
101 or more:	\$130/\$155	\$155/\$180

Crow's Nest Picnic Area: *Enjoy picnicking near the crow's nest section of Garret Mountain*

- (a) Suggested capacity: 25 People
- (b) Dimensions: 3000 sq. ft.
- (c) Accommodations: Tables, grills
- (d) Parking: Ample
- (e) Restrooms: Permanent Nearby

Rates:	In-County	Out of County
	1-5/5+ hrs.	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110

GARRET MOUNTAIN RESERVATION-continued

Lower Tower Picnic Area: *Enjoy the peacefulness of the inner areas of the Park with easy access to most attractions*

- (a) Suggested capacity: 50 – 125 persons
- (b) Dimensions: 11,000 sq. ft.
- (c) Accommodations: tables, grills
- (d) Parking: limited in area
- (e) Restrooms: Porta-Johns

Rates:	In-County 1-5/5+ hours	Out of County 1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 – 100:	\$95/\$120	\$120/\$145
101 or more:	\$130/\$155	\$155/\$180

Great Meadow Upper Picnic Area: *Picnic close to the big meadow and the view overlooking Paterson. Plenty of open space for your enjoyment.*

- (a) Suggested capacity: Up to 50 persons
- (b) Dimensions: 8,000 sq. ft.
- (c) Accommodations: Picnic tables, grills, small shelter
- (d) Parking: ample
- (e) Restrooms: permanent bathrooms are nearby

Rates:	In-County 1-5/5+ hours	Out of County 1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110

Trails and walking/running/biking loop-*Multiple trails and a paved loop*

Available for organized runs/walks, mud runs etc.

Rates:	
Up to 100	\$200.00
101 – 500	\$300.00
501 – 1000	\$750.00
1001 – 3000	\$2,000.00
3001 – 5000	\$3,500.00
5001 or more	\$5,000.00

Scholastic Cross Country

The fee for the 2018 cross country season is \$20 per school, per meet. The Host of the event will be responsible for collecting these fees and submitting one check to the Passaic County Parks Department in accordance with the existing permit acquisition process. All schools participating in the event will be required to provide a certificate of insurance. This like the fee should be collected by the host and submitted to the Passaic County Parks Department as part of the permit process. **If a school wishes to practice at Garret Mountain**, they are required to obtain a permit and submit a certificate of insurance to the Passaic County Parks Department. There will be a once per year permit fee of \$25 for use of the property for practice. In addition to these fees, the Sheriff has established fees for security and traffic.

Porta johns for events (if required) will be supplied by the county and paid for by the permit applicant. A porta-john is required for events with 100+ participants and one additional porta john is required for every 100 additional participants. The above mentioned fees apply to all schools hosting a cross country event.

GARRET MOUNTAIN RESERVATION-continued

Lamberts Observation Tower- *Recently renovated Historical Tower with Patio*

Available for small gatherings, Wedding Photos and Non Food Events.

Rates:	
Up to 50:	\$100.00
51 – 100	\$200.00

GOFFLE BROOK PARK

Duck Pond Picnic Area: *Picnicking along the perimeter of the pond in Goffle Brook*

- (a) Suggested capacity: 25 – 75 persons
- (b) Dimensions: approximately 7700 sq. ft.
- (c) Accommodations: picnic tables, park benches, grills
- (d) Parking: limited off street, street parking available
- (e) Restrooms: Porta-John on site

Rates:	In-County	Out of County
	1-5/5+ hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 – 100:	\$95/\$120	\$120/\$145

Rea Mansion Picnic Area: *Spend a fun filled time with your young children in a great park setting*

- (a) Suggested capacity: 25-75 persons
- (b) Dimensions: approximately 5600 sq. ft.
- (c) Accommodations: playground apparatus in a shaded setting. Some permanent benches and picnic tables
- (d) Parking: adequate parking adjacent to playground area
- (e) Restrooms: Porta-John on site

Rates:	In-County	Out of County
	1/5/5+ hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 – 100:	\$95/\$120	\$120/\$145

Dog Run Picnic Area: *Enjoy a picnic and bring your dog along*

- (a) Suggested capacity: 25 – 75 persons
- (b) Dimensions: approximately 2500 sq. ft.
- (c) Accommodations: picnic tables, grills, benches, and the dog run
- (d) Parking: parking lot on site
- (e) Restrooms: Permanent comfort stations nearby

Rates:	In-County	Out of County
	1-5/5+ Hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51 – 100:	\$95/\$120	\$120/\$145

GOFFLE BROOK PARK-continued

Special Needs Playground and Picnic Area: *Great location to enjoy a picnic within walking distance to a variety of park attractions*

- (a) Suggested capacity: 25 – 100 Persons
- (b) Dimensions: approximately 5000 sq. ft.
- (c) Accommodations: Handicap accessible, Playground apparatus, picnic tables and grills.
- (d) Parking: ample parking on site
- (e) Restrooms: Porta-Johns

Rates:	In-County	Out of County
	1-5/5+ hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
51– or more:	\$95/\$120	\$120/\$145

DUE TO RENOVATIONS, NO PERMITS WILL BE ISSUED AS OF JULY 31, 2018 AT THE THREE FIELD PICNIC AREA

Three Field Picnic Area: *Bring your larger group and enjoy a full day of recreational and picnicking activities.*

- (a) Suggested capacity: 50 – 200; Dimensions: 23,000 sq. ft.
- (b) Accommodations: Picnic tables, grills, baseball/softball/soccer fields, basketball court, playground apparatus
- (c) Parking: On site as well as street
- (d) Restrooms: Comfort station on site

Rates:	In-County	Out of County
	1-5/5+hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110
50 – 100:	\$95/\$120	\$120/\$145
101 or more:	\$130/\$155	\$155/\$180

Miscellaneous Park Areas: Organized Runs/Walks/, Fitness Events, Ducky Derby, Markets, etc.

Rates:	
Up to 50:	\$100.00
51 – 100	\$200.00
101 or more	\$250.00

WEASEL BROOK PARK

Lower Picnic Area: *Enjoy a picnic in this lovely neighborhood park.*

- (a) Suggested capacity: Up to 50 persons
- (b) Accommodations: Picnic tables, park benches, grills
- (c) Parking: Street parking available
- (d) Restrooms: Permanent nearby

Rates:	In-County	Out of County
	1-5/5+hours	1-5/5+ hours
Up to 50:	\$60/\$85	\$85/\$110

Meadow/Multi-Purpose Field: *A 70,000ft open field. Available for Sports, Flea Markets or Festivals etc.*

Rates:	
Up to 100:	\$200.00
101 – 500	\$300.00
501 or more	\$750.00

HIGHLANDS PRESERVE

Fields and Basketball Courts

3 hour period rates: **In County:** \$25.00 **Out of County:** \$30.00
12 hour period rates: **In County:** \$80.00 **Out of County:** \$100.00

- Schools, non-profit organizations, and municipalities, may receive a 30% discount on permit fees
-All athletic events require a permit.

- Softball fields (3)
 - Baseball field (1)
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- Permits are available for groups of 12 or more and rates are for a 3 hour period or a 12 hour period.
 - If you wish to use multiple fields, you are required to obtain a permit for each one.

HISTORIC SITES

Dey Mansion Washington's Headquarters

General Admission Rates

- \$5.00 per adult
- \$3.00 per child (7 – 17 years of age)
- Free for children 6 years of age & under

Group Tours

- Educational Programs (School groups, Scouts, etc.) - \$5.00 per student
- Group tours of 15 people or more – reduced rate \$3.00 per person

Site Rental

- Picnic Site (up to 30 people) - \$50.00
- Picnic Site (30 people or more) - \$85.00
- Meeting Space (in museum or visitor center) - \$50.00 per hour, up to four hours
- Grounds (weddings, tented events, non-indoor activities) \$500.00, up to four hours

**Any event that runs longer than four hours may be required to pay additional fees*

***Weddings are not permitted inside the Dey Mansion, however the grounds can be utilized for a ceremony and/or small tented reception.*

****Depending on the nature of the event, security may be required at an additional charge.*

HISTORIC SITES-continued

Special Uses:

- Commercial photography - \$100
- Use of drones - \$100
- Filming - \$1,500

**Photography is not permitted inside the museum*

***Film or art students may receive a discount rate and/or fee waiver*

Special Tours & Events Rates:

- | | |
|--|------------------------------|
| • National Museum Day | FREE ADMISSION |
| • Lecture Series | FREE ADMISSION |
| • Youth Art Activities / Workshops | \$3.00 per person |
| • Dutch Christmas | \$5.00 per person |
| • Reenactments / Encampments | \$5.00 per person |
| • Behind the Scenes Museum Tour | \$7.00 per person |
| • Candlelight Tours / Tours After Dark | \$10.00 per person |
| • Holiday Concert / Concerts | \$15.00 - \$25.00 per person |
| • Symposium(s)/Conference | \$20.00 per person |