

Passaic County Parks Department: 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 or in person at the Parks Office located at 209 Totowa Road in Wayne.
- Please refer to the list of fees available online or at the Parks Office.
- Picnics with parties of 12 or more (adults and children) require a permit.
- Permits are required during the months of April through November.
- Permits are processed in the order that they are received.
- Permit applications must be submitted at least 3 weeks prior to the date you are requesting. **NO EXCEPTIONS.** Notifications of permit acceptance/denial will be mailed /emailed to the contact person within 2-3 days of receiving a complete permit application and proof of insurance and security confirmation, if required.
- Payment must be in the form of a check or money order. 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. 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 and you will be refunded the deposit. 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 may not be returned. If no one collects your permit send it to the Parks Office 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 and is also available at the Parks Office.
- *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:* May take up to 3 weeks to process
- *Lost permits:* There will be a \$5.00 charge for a replacement.
- Permits are non-transferable
- Use of ball fields and basketball courts is not included with picnic permits. If you wish to reserve one of these areas you will need to apply for a separate permit.
- Use of picnic areas is not included with ball field and basketball permits. If you wish to reserve a picnic area you will need to apply for a separate permit.

Fee Information

- If you are applying for a permit as a Passaic County resident for the in County rate you must provide proof of residency and check or money order must show a Passaic County address.
- Non-profit organizations may receive a 30% discount on permit fees. A discount will only be given if the organization's 501C3 is submitted.
- Park Attendants are available for use at your event. The rate of \$15.00 per hour is charged per attendant. All requests must be noted on permit application.
- Golf carts are available for rent at your event. The rate of \$100 per cart per day will apply. Requests must be noted on the permit application. Approval will be authorized at the Park Director's discretion.
- Additional fees for security/traffic control, maintenance and set-up may apply. Please read the following fees and requirements for security and traffic control.

Security/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 is the criteria 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

Rates:

- \$500 per 8-hour day in addition to the basic fee charged by the County of Passaic.
- Students and non-profit organizations receive a 30% discount. (The fee for student may be waived at the Park Directors discretion).
- Depending on the nature of the event, security may be required at an additional charge

- **Goffle Brook Park:**
 - Ball field
 - Multi-use field (Soccer, Football, Lacrosse)
 - Basketball court
- **Weasel Brook Park**
 - **Multi-use Field**
 - **Basketball Courts**
- **Garret Mountain**
 - **Basketball Court**

<i>Rates:</i>	In County	Out of County
	\$25.00	\$30.00

- 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 will be available March thru August only. Soccer Fields will be available September thru November only.
- All athletic events require a permit.
- Permits are available for groups of 12 or more.
- Schools will receive a 30% discount on rates

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

<i>Rates:</i>	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

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

<i>Rates:</i>	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

Nature Center

Observatory available for group use and for viewing special astronomical events.

Group Rates:

Groups of 10 to 50	\$150.00 Per 3 hours
Groups of 51 or more	\$300.00 per 3 hours

Special Events Rates

Individual Adult	\$5.00
Individual Sr.	\$4.00
Children	\$3.00

During special events individuals will each get an opportunity to use the telescope. The amount of time will vary depending on the number of people attending the event. Special Events will be posted on our website in advance of the actual date. Minimum requirement for a group is 10 individuals

Garret Mountain

Pat DiIanni 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

<i>Rates:</i>	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 of boathouse requires a park attendant be present for the duration of the event. 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

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

<i>Rates:</i>	In-County 1-5/5+ hours	Out of County 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

<i>Rates:</i>	In-County 1-5/5+ hours	Out of County 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

<i>Rates:</i>	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

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

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

<i>Rates:</i>	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

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

<i>Rates:</i>	In-County	Out of County
	1-5/5+ hours	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.

<i>Rates:</i>	
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 2017 cross country season is \$20 per school, per event. 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. Organized runs and other special events not hosted by, or for a high school or college will follow the fee schedule that was used last year and will remain unchanged.

Lamberts Observation Tower- Recently renovated Historical Tower with Patio
 Available for small gatherings, Wedding Photos and Non Food Events.

<i>Rates:</i>	
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

<i>Rates:</i>	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

<i>Rates:</i>	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

<i>Rates:</i>	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

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

<i>Rates:</i>	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

Three Field Picnic Area

Bring your larger group and enjoy a full day of recreational and picnicking activities.

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

<i>Rates:</i>	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.

<i>Rates:</i>	
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

<i>Rates:</i>	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.

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