PERMITS WILL NOW BE REQUIRED YEAR-ROUND

- Applications for 2019 will be accepted up until December 1, 2019
- Applications for 2020 will be accepted up until November 30, 2020
- Applications for all General Picnics/Events for 2020 will be accepted starting on December 15, 2019  *See exceptions to the athletic applications below:

* For all 2020 Athletic Field Permit Application; acceptance dates as follows:

**Starting January 6, 2020,** we will be accepting applications from any In-county; Board of Education, Board of Recreation, Scholastic Organizations and Municipal Athletic Groups for use of athletic fields; Ball Field, Soccer Field, Turf Field, Basketball Court or Cross Country Course.

**Starting February 3, 2020,** we will be accepting applications from any Out-of-County Athletic groups or organizations.

APPLICATIONS MAY TAKE UP TO 3 WEEKS TO PROCESS.  Applications are processed in the order, in which they are received.

**Note:** Requests submitted prior to the acceptance dates stated-above will be rejected; and must be resubmitted on the correct date.

New in 2020!  “CAMP HOPE” is now part of the PASSAIC COUNTY PARK SYSTEM! Refer to packet for information on camping and the spray park/swimming pool!
# 2020 PARK PERMIT INFORMATION PACKET

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<td></td>
</tr>
</tbody>
</table>
PERMIT REQUIREMENTS:

All park picnic areas are available for rental year-round by obtaining a Permit from the Passaic County Parks & Recreation Department. Permit applications are available online at: www.passaiccountynj.org/passaic_county_park_system/permits/index.php

Requirements for obtaining a permit:

• All Events/Picnics with 12 or more (adult and/or children).
• Permit applications will be accepted for the current year only.
• Permits are required year-round.
• Applications are processed in the order, in which they are received.

1. In order for your permit to be processed in a timely manner, your application MUST be received at least 3-weeks prior to desired date. Notifications of permit acceptance or denial will be emailed to the contact person within 2-4 business days of receiving a permit application. Applicants will be notified of all requirements. All requirements must be submitted to the parks office within two (2)-weeks of receiving notification or your request will be cancelled. The Parks Department reserves the right to deny any application submitted less than 3-weeks before the desired event date.

2. Permit applications must be filled out completely. If any necessary information is left out, your application will be returned to you, and therefore may result in delaying your request. Another application will need to be submitted.

3. Please do not call the Parks & Recreation Department for park availability. Availability is not given over the phone and is based on availability at the time of submission of the online application.

4. Prior to submitting a request, we ask that you please review all of the park areas, amenities and accompanying fees, especially for the park location of interest; making certain the needs of your event can be met.

5. Upon completion of an event, the site will be inspected by a Park Attendant assigned to that area. If the site is in acceptable condition, the attendant will collect your permit, sign it, and deliver it to the Parks Office to begin the security deposit process. If for any reason the permit is not collected by the completion of an event, please fax a copy of the permit to: 973-872-2684, or mail it to: Passaic County Parks & Recreation Department, 209 Totowa Road, Wayne, NJ 07470.

6. All park rules and regulations must be followed at all times.
PERMIT GUIDELINES:

1. No alcoholic beverages of any kind are permissible in any Passaic County Park.

2. Trash; must be bagged, tied, and placed in the trash cans conveniently placed throughout the park. Security Deposit WILL NOT be refunded if this is not done.

3. Music should be suitable and appropriate for all ages and kept at a lower volume not interfering with any other event taking place outside your assigned location.

4. No fires of any kind are to be built accept in the designated areas at the camping grounds at Rifle Camp Park and Camp Hope, as Permitted. The county will supply firewood. (Please see pgs. 13-15 for rates).

5. Use of any ball field, soccer field, turf field, or basketball court is not included with picnic permits; and use of picnic areas is not included with ball field, soccer field, turf field or basketball court permits. Field and Court permits will need to be requested separately and will require separate fees, and a separate permit.

6. Permits are required for events with 12 or more (adult/children). If you do not have your Permit at the event, you will be asked to leave.

7. Permits are required for drone-flying or motorized plane flying in the designated flying zone at the Garret Mt. Reservation. (Refer to page 11 and 16 for details).

8. Permits must be used in a respectful manner with other Permit holders.

9. Rain dates are NOT assigned to permitted events.

10. Rained-out picnics/events: If your event has been “rained-out” and you wish to reschedule another date; please contact us within three (3) days following the event, advising of alternate dates. If a new date is available, a NEW permit will be issued to you. If you do not wish to reschedule, you must advise us as soon as possible, and a full-refund will be processed. The refund process may take up to four (4) weeks.

11. Cancelled of picnics/events: With the exception of “rain-outs”, refunds for cancellations will be honored ONLY upon receipt of written notice received by this office at least two (2) weeks prior to the event date.

12. Cancellation of fields: Field requests confirmed and assigned by the Parks Department WILL NOT be refunded.

13. County parks are open daily from sunrise and until one-hour after sundown. With the exception of Camp Hope. (Refer to page 19 for park hours).

14. With the exception of Rifle Camp Park, pets are allowed in our parks. All pets MUST be leashed wherever pets are permissible.

15. Permits are NON-TRANSFERABLE.
INSURANCE REQUIREMENTS

1. Depending on the size and nature of your event, a Certificate of Insurance may need to be filed with our office.
2. Insurance needs for Special events will be determined after review of your initial permit application. Camping, and filming events are subject to insurance requirements depending on the nature of the event.
3. Picnics with 50 or more people (adult or children) will require a comprehensive personal liability policy for $300,000.
4. Large groups, organizations and corporations will require a general liability policy for $1,000,000 per occurrence combined single limit.
5. Events with hazardous exposures will require an additional $1,000,000 in excess liability.
6. 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.
7. ALL organized sports uses will require $1,000,000 in general liability per occurrence combined single limit.
8. Certificate of insurance will not be required for public entities in the State of New Jersey.
9. 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.
10. The County of Passaic has the authority to increase the minimum requirement described above when it’s determined necessary.
11. 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.
12. Please make sure the term of the insurance (effective date to expiration date) coincides with the date of your permit.
13. The county shall be furnished with the “Host Liquor” Liability Insurance for any Large Group/Special Event; when serving alcoholic beverages during an event
14. The county shall be furnished with the “Host Liquor” Liability Insurance, as well as, an ABC Permit from the State of NJ, for sale of alcoholic beverages during a Large Group/Special Event
15. The County of Passaic MUST be added to the Certificate of Liability Insurance, as an additional Insured on the date of the event: “County of Passaic, 401 Grand Street, Paterson, New Jersey 07505
FEES/SECURITY DEPOSIT:

**In-County Rates:** To qualify for In-County rates, the application must show a Passaic County address. Submitted cashier’s checks/money orders, business checks or organizational checks, must be imprinted with a Passaic County address. The accompanying Insurance Certificate must specify the same in-county address, if applicable. For proof of the applicant’s residency, a valid driver’s license or current utility bill will be accepted.

**Non-County Rates:** If you are an Out-of-County resident, please refer to the Out-of-County fees associated with some of the park locations.

**Non-profit 30% Discount:** Non-profit organizations, schools and municipalities, may receive a 30% discount on permit fees. A discount will only be given upon receipt of the organization’s 501c3. This form would need to be submitted at the same time when submitting payment, and other requirements.

**Payment/Fee:** Payments MUST be made in the form of certified funds, such as money orders or cashier’s checks. Cash, Credit Cards or Personal Checks will NOT be accepted. We will only accept bank checks, business/corporation checks, or any school organization’s check. Payments should be made out to “Passaic County Parks”. Fees for fields, which have been confirmed and assigned by the Parks Department, WILL NOT be refunded.

**Security Deposit/Permit Fee:** Separate-checks (business/corporate organization/school) or money orders must be submitted for permit fee and security deposit. The security deposit and Permit fee MUST be made in TWO-SEPARATE PAYMENTS, and must be received within two (2) weeks from the date of receipt of the requirements to your online application, or your request will be cancelled. NO EXCEPTIONS. Payments should be made out to “Passaic County Parks”.

**Security Deposit Return:** The security deposit is refundable after the picnic/event. If there are more people in a party than allowable by the Permit, or if the site is damaged or left dirty following the event, the security deposit will NOT be returned. Checks will be mailed to the address provided in the application, unless advised otherwise by the applicant. Please be certain this is a correct address, as we will not reissue deposit checks due to incorrect information. This process may take up to 4-6 weeks.
2020 PERMIT FEES – New Rates!

<table>
<thead>
<tr>
<th>No. of People</th>
<th>In-County Permit Fee</th>
<th>Out-of-County Permit Fee</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-5 hrs.</td>
<td>5+ hrs.</td>
<td>1-5 hrs.</td>
</tr>
<tr>
<td>12-49</td>
<td>$60</td>
<td>$85</td>
<td>$85</td>
</tr>
<tr>
<td>50-99</td>
<td>$95</td>
<td>$120</td>
<td>$120</td>
</tr>
<tr>
<td>100-149</td>
<td>$130</td>
<td>$155</td>
<td>$155</td>
</tr>
<tr>
<td>150-199</td>
<td>$225</td>
<td>$250</td>
<td>$250</td>
</tr>
</tbody>
</table>

LARGE GROUP

| 200-499       | $550                 | $550                      | $175            |

LARGE GROUP/SPECIAL EVENT

| 500-999       | $750                 | $750                      | $250            |
| 1,000-2,999   | $2,000               | $2,000                    | $450            |
| 3,000 – 4,999 | $3,500               | $3,500                    | $550            |
| 5,000 or more | $5,000               | $5,000                    | $650            |

*Pavilions: Please refer to pages 16-20 for pavilions locations.*
*An additional fee is required for use of a Pavilion, when combined with a Picnic Area.

<table>
<thead>
<tr>
<th>In-County</th>
<th>Out-of-County</th>
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</thead>
<tbody>
<tr>
<td>1-5hrs.</td>
<td>5+ hrs.</td>
</tr>
<tr>
<td>$90</td>
<td>$150</td>
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<tr>
<td></td>
<td>$180</td>
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<tr>
<td></td>
<td>$240</td>
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</tbody>
</table>

*Permit fee for use of a Pavilion ONLY. (Maximum capacity 75 persons)*

<table>
<thead>
<tr>
<th>In - County</th>
<th>Out-of-County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5hrs.</td>
<td>5+ hrs.</td>
</tr>
<tr>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>$120</td>
</tr>
<tr>
<td></td>
<td>$200</td>
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</tbody>
</table>

**SPECIAL EVENTS such as; COMPANY PICNICS, FOOD TRUCK & MUSIC FESTIVALS, MUD RUNS/WALKS, FUNDRAISERS; the Passaic County Park Ordinances are very specific regarding the following permit application requests:**
**Large Group/Special Event Fees:** Same fees apply for In-County and Out-of-County for all Large Group/Special Events. Depending on the nature of the event, additional requirements may apply: such as; security, maintenance and/or labor fees, and will be determined upon review and approval of each individual permit application.

Request for the sale of alcoholic beverages during a Large Group/Special Event only, **MUST ACCOMPANY AN ABC PERMIT!** Passaic County Park Ordinance Article II; 11 (Section 28); Approval from the County of Passaic is required. This online application request for approval must be made at least 45 days in advance of the desired event date. **Requests of this nature will NOT be considered for events having LESS than 500 attendees.** Submitting a request does not guarantee approval. Please note: A fee will apply based on the number of attendees.
Large Group/Special Events, Cont’d…

Request to serve alcoholic beverages will only be considered for weddings or large group/special events, and will require to include “Host Liquor” Liability Insurance, along with accompanying permit fees & necessary requirements. Requests of this nature will not be considered for large group/special events with less than 200 attendees. Request must also adhere to the Passaic County Park Ordinance addressed-above. Approval is required and requests must be made at least 45 days in advance of desired event date.

Request for any county park, opening before sunrise and/or remaining open one hour after sundown, during a large group/special event: Passaic County Park Ordinance: Article II; (Section 11); Approval from the County of Passaic is required. If your event will require a park to open before sunrise and/or remain open (one hour) after sundown approval must be made at least 45 days in advance of desired event date. As with all requests, submitting a request does not guarantee approval. Please note: a fee will apply based on the number of attendees.

SECURITY/TRAFFIC CONTROL

Additional fees for security/traffic control, maintenance and/or labor. 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 one (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 two (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 three (3) officers.
ATHLETIC FIELD PERMIT FEES:

All organized athletic groups requesting the use of any Passaic County athletic fields must acquire a permit. Permits are required for groups of 10 or more participants, and rates are for a 3-hr. or a 12-hour period. Applicants must show proof of residency. Business/organizational checks must have an in-county address imprinted on the check in order to qualify to receive in-county rates. The accompanying Insurance Certificate must specify the same in-county address, if applicable. Any school or non-profit organization, may receive a 30% discount on permit fees, upon submission of their 501c3. If you wish to use multiple fields/courts, obtaining a permit for each field/court is required. Softball/baseball fields are available from March through August only. Soccer fields are available from September through November only.

Use of Softball/Baseball Field, Turf/Multi-purpose Field, Soccer Field, or Basketball Court:

FEES during the 2020 SPRING SEASON up until **JUNE 30, 2020**

<table>
<thead>
<tr>
<th>BALLFIELDS, SOCCER/TURF FIELD/Multi-Use Field, OR BASKETBALL COURT:</th>
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<tbody>
<tr>
<td>Rates: Per 3 hr. time-slot</td>
</tr>
<tr>
<td>In-County Rate $25.00</td>
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<tr>
<td>Out-of-County Rate $30.00</td>
</tr>
<tr>
<td>Rates: Per 12 hour period</td>
</tr>
<tr>
<td>In-County Rate $80.00</td>
</tr>
<tr>
<td>Out-of-County Rate $100.00</td>
</tr>
</tbody>
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FEES starting **JULY 1**, through the remainder of the year 2020:

SOFTBALL/BASEBALL FIELD or BASKETBALL COURT:

| Rates: Per 3 hr. time-slot                                   |
| In-County Rate $40.00                                       |
| Out-of-County Rate $80.00                                   |
| Rates: Per 12 hour period                                   |
| In-County Rate $120.00                                      |
| Out-of-County Rate $240.00                                  |

FEES starting **JULY 1**, through the remainder of the year 2020:

TURF/MULTI-PURPOSE FIELD OR SOCCER FIELD:

| Rates: Per 3 hr. time-slot                                   |
| In-County: $60.00                                           |
| Out-of-County: $120.00                                      |
| Rates: Per 12 hour period                                   |
| In-County: $180.00                                          |
| Out-of-County: $360.00                                      |

Use of any ballfield, soccer field, turf field/multi-use field or basketball court is not included with picnic permits and use of picnic areas are not included with a ballfield, soccer field, turf field, or basketball court permit. They will need to be requested separately and will require separate fees.

NOTE: Fees for fields, which have been confirmed and assigned by the Parks Department WILL NOT be refunded. Credits will NOT be honored towards the non-use of permitted fields.
**SCHOLASTIC CROSS-COUNTRY:** The fee for the 2020 Cross-Country is $20 per school / per meet. The Host of the event will be responsible for collecting these fees and submitting one (1) check to the Passaic County Parks Department in accordance with the existing permit acquisition process. Schools participating in event will be required to provide a Certificate of Insurance. This, like the fees should be collected by the Host and submitted to the Passaic County Parks Department as part of the permit process.

**CROSS-COUNTRY PRACTICE:** If a school wishes to practice at the Garret Mt. Reservation; A Permit is required, along with the submission of a Certificate of Insurance to the Passaic County Parks Department. There will be a once per-year permit fee of $25.00 per school. In addition to the fees, the Sheriff has established fees for security and traffic. (See pg. 8). Please Note: the “white trail” is off limits to Cross-Country, please stay on the 5-K Loop.

**REQUEST FOR PARK ATTENDANT(S):** Park Attendants are available for your event upon request. 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/per attendant. Note: Requests for use of electricity, or entrance to the rooms at the Pat Di-Ianni Boathouse will require a Park Attendant. This fee will automatically be included in the requirements.

**PORTA-JOHN RENTAL for Picnics/Events/Athletic Groups/Large Groups/Special 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 fees will apply to all schools hosting a cross-country event. The fee will be based on the current-years’ contract with the porta-john rental company. Applicant will be notified of the amount (per-Unit), upon receipt all other requirements.

**GOLF CART RENTAL:** Golf cart rentals are available for onsite 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. Applicant will be notified of the fee amount, upon request.

**ATHLETIC GROUP EVENTS;** Hiking Trails, Runs/Walks, Biking, 5K Cross-Country Loop. Multiple park trails and a paved 5K Cross-Country Loop are available for all organized athletic events of groups of 10 or more. The following rates will apply for use of any of trail/course. If an applicant wishes to use multiple park/picnic area(s) while obtaining a permit for same, a Permit for each area is required, and separate fees will apply.

<table>
<thead>
<tr>
<th>No. of people</th>
<th>Group Fee</th>
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<tbody>
<tr>
<td>12-49</td>
<td>$100</td>
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<tr>
<td>50-99</td>
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<tr>
<td>100-499</td>
<td>$300</td>
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<tr>
<td>500 – 999</td>
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</tr>
<tr>
<td>1,000-2,999</td>
<td>$2,000</td>
</tr>
<tr>
<td>3,000 – 4,999</td>
<td>$3,500</td>
</tr>
<tr>
<td>5,000 or more</td>
<td>$5,000</td>
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</tbody>
</table>
**Runs/Walks, Mud-Runs, Fundraisers, etc.** – A Permit is required for use of any hiking trail, 5K Loop for Runs/Walks, Mud-Runs, Fundraisers, or for any organized group of 10 or more, along with the submission of a Certificate of Insurance to the Passaic County Parks Department. The Fee will depend on the number of expected participants during the event. A separate permit will be required when requesting to utilize a picnic/park area during an event, and separate fees will apply. As with all requests, in addition, the Sheriff has established fees for security and traffic, if necessary. (Refer to pg. 8).

**Labor/Maintenance Fees:** the fee for Labor or Maintenance will be $60 per/hr. This fee will be applied when necessary, and will depend on the hours of labor needed by the Passaic County Parks Department. Labor or maintenance may be required for the preparation during any Athletic group event, Fundraiser, Run/Walk, Mud Runs, Large group/Special event. The labor fee for an event will also depend on the specific work necessary to be completed, and will be included in the requirements sent to the applicant, upon approval of an event.

Example of labor/maintenance necessary during an event: Mud Runs: Labor for delivery and placement of the dirt, as well labor/maintenance for clean-up. Fundraiser/ Runs/Walks – Labor Fee for delivery, placement and dismantling of Banners to be displayed on-site.

**DRONE FLYING AREAS:** Garret Mountain Reservation (GM), Woodland Park, NJ 07424
The Tower Drone Area (zone 1) and the Great Meadow Drone Area (zone 2) each consists of an open field with benches on the property. A permit is required to fly a drone. An annual drone permit can be issued for $25. A request for a drone permit must be made by completing the online application found on our County website. Please refer to page 16 for rules & regulations for Motorized Flying.

**FOOD CONCESSION PERMIT:** A permit is required to sell foods in designated park areas. An annual food concession permit can be issued for $200. The Concessionaire will be required to submit a copy of your vending license, a valid health certificate, and will be asked to sign a Hold Harmless Agreement. A permit WILL NOT be issued without these documents. Permits are valid ONLY in the designated areas in Garret Mt. Reservation, Goffle Brook Park, Rifle Camp Park, Weasel Brook Park and Highlands Preserve. These areas are identified on each park map. The map legend refers to these areas with the FOOD symbol. By signing a permit, the Concessionaire is aware of the designated areas, identified by Passaic County in which, the Concessionaire can conduct business. If the Concessionaire attempts to function outside of the designated areas, the issued permit will be VOID and a refund will not be issued. Passaic County will agree to allow the Concessionaire to operate a mobile concession within the park areas identified and only during park hours. Concessionaires CANNOT conduct business while a park is closed. Please note that Passaic County will not designate specific dates or times for any permit issued. All issued permits are VOID during any time Passaic County holds an event in the designated parks.
ATHLETIC FIELD LOCATIONS

Goffle Brook Park, Goffle Road, Hawthorne, NJ

- Three (3) Baseball/Softball Fields
- One (1) Multi-Use Turf Field (For use of Soccer, Football, or Lacrosse)
- One (1) Basketball Court
- Two (2) Soccer Fields at Diamond Bridge Ave.
- One (1) Soccer Field at Rea Ave.
- Outdoor Fitness Course

Garret Mt. Reservation, Mountain Ave, Woodland Park, NJ

- One (1) Basketball Court
- Cross-Country Course
- 5-K Loop
- Hiking/Walking Trails
- Drone Flying Areas

Rifle Camp Park, Rifle Camp Rd., Woodland Park, NJ

- Amphitheater w/stage
- Lean-To Camping Area
- Hiking/Walking Trails

Weasel Brook Park, Clifton, NJ

- Two (2) Basketball Courts
- One (1) Multi-Use Open Field
- Outdoor Fitness Course

Highlands Preserve, Union Valley Rd., West Milford, NJ

- Three (3) Baseball/Softball Fields

Camp Hope, Union Valley Rd., West Milford, NJ

- One (1) Basketball Court
- One (1) Multi-Use Field
- One (1) Bocce Ball Court
- One (1) Baseball/Softball Field
- Outdoor Fitness Center
- Pool/Spray Park
- Cabins for Camping
- Miniature Golf (coming soon!)
CAMP HOPE CABIN RENTAL RULES & REGULATIONS

PLEASE READ ALL RULES AND REGULATIONS. ALL PATRONS ARE RESPONSIBLE FOR ABIDING BY THE RULES AND REGULATIONS SET FORTH BY THE COUNTY OF PASSAIC.

1. Cabin rentals are available from May 1 through September 30.
2. Registration is required at the Camp Hope Office, upon arrival, and for all overnight guests.
3. You must be at least 21 years of age to reserve a campsite.
4. Check-In is 4:00 PM (Please provide valid registration and insurance for ALL vehicles remaining on the premises overnight)
5. Check-Out is 9:00AM – if additional time is required, please see park attendant.
6. Camping can only take place in the assigned location. If a different location is desired, please see park attendant.
7. Non-licensed motor vehicles are not allowed to be operated on the campgrounds.
8. Linens and Toiletries are NOT provided.
9. DO NOT move or remove any furniture from the cabin.
10. Generators are NOT PERMITTED from 11pm – 8am.
11. Quiet Time is 11pm – 8am.
12. Pets are not allowed in any of the campground buildings. Violators will be immediately evicted without refund.
13. Adults must accompany and supervise young children while on the campgrounds.
14. Campfires are allowed, but must be kept at a reasonable size inside the fire-pit and extinguished before retiring at night, or if leaving the campgrounds. The fire-pit cannot be moved.
15. No chopping, sawing or collecting of down trees for firewood is permitted.
16. No firewood is to be brought into the campgrounds. Firewood can be purchased with a permit request (cost of firewood is $10 for 2 cubic ft.)
17. Campsite must be kept clean and tidy at all times. All garbage must be disposed of in proper receptacles located within the campground. If the site is left unkempt, deposit will be forfeited.
18. No permanent ropes, cables, nails or screws are to be hung from the trees. If violated, you will be immediately evicted with no refund.
19. Campers with unregistered visitors at their site will be subject to removal from the campground with no refund.
20. Security deposit for cancellations will be honored ONLY upon receipt of written notice two (2) weeks prior to Cabin Rental date.
21. Black Bears are the largest land mammal and are highly present in West Milford. Keep food in closed containers and dispose of garbage in proper receptacles. Please read the bear safety signs posted on the camp grounds.
CAMPING IN PASSAIC COUNTY:

“CABIN” Camping Area, located within Camp Hope (West Milford, NJ): An interesting place for overnight camping with so much to explore in one park. Approx. 236,000 sq. ft. Amenities: Enclosed cabin, 20 cots, ample parking with permanent restrooms & showers onsite. Suggested capacity: (22 Persons per cabin) 66 max. Persons

Cabin Permit Fees: Rates: Per-Night (Check-in 4:00PM – Check-out 9:00AM)

<table>
<thead>
<tr>
<th>Number of People</th>
<th>Passaic County Resident Permit Fee</th>
<th>Non-Passaic County Resident Permit Fees</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-22</td>
<td>$85</td>
<td>$170</td>
<td>$100</td>
</tr>
<tr>
<td>OVER 22-66</td>
<td>$250</td>
<td>$500</td>
<td>$100</td>
</tr>
</tbody>
</table>

*FIREWOOD: No firewood is to be brought into the campgrounds. Firewood can be purchased with a permit request (cost of firewood is $10 for 2 cubic ft.).

Note: Camping within the Cabins only. Outdoor camping is prohibited at this facility.

“LEAN-TO” Camping Area, located within Rifle Camp Park, (Woodland Park, NJ): An interesting place for outdoor, overnight camping with so much to explore in one park. 14,000 sq. ft. Amenities: Lean-To platform sheds, grills, fire-pit, ample parking adjacent to area with permanent restrooms onsite. Suggested capacity: 25-75 persons

Lean-To Camping Permit Fees: Rates: (Per Day/1 Night (24 hour period))

<table>
<thead>
<tr>
<th>Number of People</th>
<th>Passaic County Resident Permit Fee</th>
<th>Security Deposit</th>
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</thead>
<tbody>
<tr>
<td>1-25</td>
<td>$85</td>
<td>$25</td>
</tr>
<tr>
<td>26-50</td>
<td>$175</td>
<td>$75</td>
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<tr>
<td>51-75</td>
<td>$250</td>
<td>$90</td>
</tr>
<tr>
<td>76 or more</td>
<td>$500</td>
<td>$100</td>
</tr>
</tbody>
</table>

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

*FIREWOOD: No firewood is to be brought into the campgrounds. Firewood can be purchased with a permit request (cost of firewood is $10 for 2 cubic ft.)
PARK LOCATIONS & AMENITIES

Rifle Camp Park, (RCP) Rifle Camp Rd., Woodland Park, NJ 07424


RCP AREA # 2 – “SENIOR PICNIC AREA”: Have your picnic in the tall timbers of this natural park area on 6,000 sq. ft. Amenities: Picnic tables, grills, hiking trails, ample parking, and access to restrooms. Suggested capacity: 25 – 100 persons.

RCP AREA #3 – “CARNIE BRAGG” Picnic Area: All of your picnic needs can be met in this fully-shaded picnic area on 8,000 sq. ft. Amenities: Picnic tables, grills, benches, ample parking adjacent to area and permanent restrooms. Suggested capacity: 50-175 persons

RCP AREA # 4 – “LEAN-TO” Camping Area: An interesting place for overnight camping with so much to explore in one park. 14,000 sq. ft. Amenities: Lean-To platform sheds, grills, fire-pit, ample parking adjacent to area with permanent restrooms onsite. Suggested capacity: 25-75 persons     Rates: (Per Day/1 Night (24 hour period)

Lean-To Camping Permit Fees:

<table>
<thead>
<tr>
<th>Number of People</th>
<th>In-County/Out-of-County</th>
<th>Security Deposit</th>
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</thead>
<tbody>
<tr>
<td>1-25</td>
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<tr>
<td>26-50</td>
<td>$175</td>
<td>$75</td>
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<tr>
<td>51-75</td>
<td>$250</td>
<td>$90</td>
</tr>
<tr>
<td>76 or more</td>
<td>$500</td>
<td>$100</td>
</tr>
</tbody>
</table>

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

*FIREWOOD*: No firewood is to be brought into the campgrounds. Firewood can be purchased with a permit request (the cost of firewood is $10 for 2 cubic ft.).
GARRET MT. RESERVATION (GM) – Mountain Ave, Woodland Park, NJ 07424

GM AREA #1 – “Tower DRONE AREA” – ZONE 1 – The area consists of an open field with benches on the property. A permit is required to fly a drone. An annual drone permit can be issued for $25. A request for a drone permit must be made by completing the online application found on our County website: www.passaiccountynj.org/passaic_county_park_system/permits/

Rules & Regulations for Motorized Flying: No person shall fly a model airplane or drone in or on park premises without a permit issued by the Passaic County Parks Department. Drones weighing more than .55 pounds must be registered with the FAA. If you are flying a drone that requires registration you must have the registration label affixed to your drone and you must have your flight I.D. card in your possession when flying the drone. Drones and other radio controlled aircraft are only permitted to be flown in areas designated by the Passaic County Parks Department. Rules and Regulations are strictly enforced and security may be necessary. Depending on the nature of your event, the Passaic County Sheriff’s Department will contact you, if deemed necessary.


GM AREA #3 – “LOWER TOWER” Picnic Area: Enjoy the peacefulness of the inner areas of the Park with easy access to most attractions. 11,000 sq. ft. of picnic area with a limited parking area. Amenities: Picnic tables, grills, permanent restrooms. Suggested capacity: 50 – 125 persons. *A 44’ X 32’ covered pavilion is available at this location for an additional fee. See rates on page 7.

GM AREA #4 – “Great Meadow DRONE AREA” – ZONE 2: The area consists of an open field with benches on the property. A permit is required to fly a drone. An annual drone permit can be issued for $25. A request for a drone permit must be made by completing the online application found on our County website.

GM AREA #5 – “GREAT MEADOW-UPPER” Picnic Area: Picnic near the big meadow. Plenty of open space for your enjoyment. 8,000 sq. ft. Amenities: Picnic tables, grills, ample parking. Permanent restroom facility nearby. Suggested capacity: Up to 50 persons. *A 44’ X 32’ covered pavilion is available at this location for an additional fee. (See rates on page 7).

GM AREA #6 – “GREAT MEADOW” : 300,000 sq. ft. open field, available for your big event. Available for Concerts, Fairs, Festivals, Flea Markets, Fireworks, etc. Amenities: Ample parking and permanent restrooms facility nearby. Porta-johns on site. *A 44’ X 32’ covered pavilion is available at this location for an additional fee. (See rates on page 7).

GM AREA #7 – “OVERLOOK” Picnic Area: Picnic while experiencing breathtaking views overlooking the Paterson and New York skyline. 6500 sq. ft. open area. Amenities: Picnic tables, grills, and parking adjacent to area. Permanent restrooms facility nearby. Suggested Capacity: 25
– 75 persons. *A 44’ X 32’ covered pavilion is available at this location for an additional fee. (See page 7 for rates).

Garret Mt. Reservation, Cont’d…


GM AREA #9 – “CROW’S NEST” Pavilion: Approx. 900 sq. ft. park area, adjacent to the “Overlook” and the open field at the “Great Meadow”. Bring your own tables and seating, while enjoying a 44’ X 32’ covered pavilion for your event. Suggested capacity: 20-30 Persons. (Please refer to pavilion fee chart on page 7 for rates).


GM AREA #12 – “ROCKY HOLLOW Picnic Area”: Enjoy the private feel, this wooded area will provide, right in the middle of the Garret Mt. Reservation. Amenities: Picnic tables, grills, permanent restrooms. There is plenty of parking adjacent to the entrance of the area. Suggested Capacity: 50 – 150 Persons. *A 44’ X 32’ covered pavilion is available at this location for an additional fee. (See rates on page 7).

GM AREA #13 – “UPPER BOATHOUSE” Picnic Area: Enjoy picnicking in a relaxing, shaded area close to the trails and the pond. 15,000 sq. ft. Amenities: Picnic tables, grills, permanent restrooms nearby. Parking adjacent to area. Suggested Capacity: 25 – 75 Persons

GM AREA #14 – “Pasquale “PAT” DI IANNI BOATHOUSE & Picnic Area”: A prettier scene would be hard to find anywhere in the Tri-State area. Approx. 31,000 sq. ft. of picnic area. Amenities: Sheltered patio, three (3) room boathouse, a deck overlooking the picnic grounds and pond, picnic tables and park benches. This area is great for weddings, engagement parties, gender reveal, and more. Permanent restrooms onsite. Plenty of ample parking adjacent to area. Suggested Capacity: 50 - 200 Persons

Note: Requests for use of the electricity, or the interior rooms of the boathouse requires a park attendant be present for the duration of the event. An extra charge of $15/hour, per attendant applies. This fee will automatically be included in the requirements.
GOFFLE BROOK PARK (GBP) - Goffle Rd., Hawthorne, NJ 07506


GBP Miscellaneous Park Areas: Use for organized runs/walks/, fitness events, Ducky Derby, Markets, etc.

WEASEL BROOK PARK (WBP) - Park Avenue, Clifton, NJ 07013


WBP AREA #3 – “MEADOW/MULTI-PURPOSE FIELD”: 70,000 sq. ft. open field. Available for Sporting events, Flea Markets or Festivals etc.
CAMP HOPE (CH)  
1792 UNION VALLEY ROAD, West Milford NJ

Park Hours  
Monday – Friday 3:00 PM – Dusk  
Saturday & Sunday Dawn – Dusk


CH AREA #2 – “CENTER FIELD”: Approx. 9,000 sq. ft. Amenities. Open field located in the center of the property, available for your small event. Available for Concerts, Fairs, Festivals, Flea Market, parking adjacent to area, Porta-johns nearby. (Please refer to page 7 for fees)

CH AREA #3 – “BASKETBALL COURT” Area: Approx. 8,000 sq. ft. Amenities: Full-size basketball court with adjustable rims, parking, and Porta-johns nearby. Suggested Capacity: 25-150 Persons (Please refer to page 9 for fees)

CH AREA #4 – “STEPHEN TILTON DINING HALL”: Enclosed building approx. 2,700 sq. ft. Amenities: Sixteen (16) - 6 ft. tables, 148 chairs, and restrooms on the premises. Maximum Capacity: 210 persons (Please refer to page 20 for fees)

Please note: Requests for Dining Hall requires a park attendant be present for the duration of the event. An extra charge of $15/hour, per attendant applies. This fee will automatically be included in the requirements. Does NOT include use of the kitchen facilities.

CH AREA #5 – “CABINS” Camping Area: An interesting place for overnight camping with so much to explore in one park. Approx. 236,000 sq. ft. Amenities: Enclosed cabin, 22 cots, ample parking with permanent restrooms & showers onsite. Suggested capacity: 66 max. (22 persons per cabin (Please refer to page 20 for fees)

CH AREA #6 – POOL AND SPRAY PARK Area – Amenities: Pavilion approx. 800 sq. ft. with 4 handicap accessible bathrooms and outside shower, Pool approx. 2,400 sq. ft. Maximum Capacity 150 persons, Spray Park approx. 2,200 sq. ft. with approx. 6 attractions. (Please refer to page 20 for fees)
Camp Hope Continued…

**Cabins Camping**

<table>
<thead>
<tr>
<th>No. of People</th>
<th>In-County Permit Fee</th>
<th>Out-of-County Permit Fees</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-22</td>
<td>$85</td>
<td>$170</td>
<td>$100</td>
</tr>
<tr>
<td>Over 22 to 66</td>
<td>$250</td>
<td>$500</td>
<td>$100</td>
</tr>
<tr>
<td><strong>LARGE GROUP</strong></td>
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</tbody>
</table>

**“Stephen Tilton” Dining Hall**

<table>
<thead>
<tr>
<th>Amount of Hours</th>
<th>In-County Permit Fee</th>
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<th>Security Deposit</th>
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<tbody>
<tr>
<td>1 - 2 hr. rental</td>
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<td>$400</td>
<td>$75</td>
</tr>
<tr>
<td>2 - 4 hr. rental</td>
<td>$400</td>
<td>$600</td>
<td>$120</td>
</tr>
<tr>
<td>Each additional hour</td>
<td>$100</td>
<td>$200</td>
<td></td>
</tr>
</tbody>
</table>

**Pool/Spray Park**

**Pool/Spray Park Membership Rates and Hours of Operation:**

<table>
<thead>
<tr>
<th>Membership Fee May 23 – Sept 7**</th>
<th>Passaic County Resident Fee</th>
<th>Non-Passaic County Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (18-64 yrs.)</td>
<td>$120</td>
<td>$240</td>
</tr>
<tr>
<td>Child (0-17yrs.)</td>
<td>$60</td>
<td>$120</td>
</tr>
<tr>
<td>Senior (65+)</td>
<td>$55</td>
<td>$110</td>
</tr>
<tr>
<td>Day Pass</td>
<td>$20</td>
<td>$30</td>
</tr>
</tbody>
</table>

2020 Hours of Operation:

**Weekends:** 9am-8pm

**Week Days:**

May 25 – June 30: 9am – 8pm

**July 1 – August 28:** 3pm -8pm**

August 31 – September 7: 9am-8pm

*Passaic County Resident Membership PERKS:*

*Passaic County Students presenting a current report card AT TIME OF MEMBERSHIP are entitled to free membership to promote healthy living to the youth of Passaic County. DOES NOT APPLY TO DAY PASS!*
POOL/SPRAY PARK RULES AND REGULATIONS

PLEASE READ ALL RULES AND REGULATIONS. ALL PATRONS ARE RESPONSIBLE FOR ABIDING BY THE RULES AND REGULATIONS SET FORTH BY THE COUNTY OF PASSAIC.

1. All persons entering the Pool/Spray Park must have a valid membership or day/guest pass, whether or not they are swimming. Day/Guest pass must show proof of residency and member must show membership card.
2. Children under the age of 12 must be accompanied by an adult in Pool/Spray Park Area.
3. There will be no refunds of admission due to inclement weather or early closure.
4. FOOD IS STRICTLY PROHIBITED in Pool/Spray Park Area due to food allergies.
5. All bags are subject to inspection by pool staff. No glass containers. No Alcoholic Beverages permitted.
6. Arrangements must be made in advance to purchase day passes for organized group admission.
7. When the capacity of the Pool/Spray Park Area is reached or when otherwise deemed necessary for the welfare or safety of the patrons, the County of Passaic reserves the right to refuse further admissions. Due to a regional shortage of lifeguards, the capacity of Pool/Spray Park may be limited at times for your safety. Temporary closure of pool or spray park may also occur.
8. NJ State Bathing Codes and NJ Youth Camp Standards must be followed during all hours of operation.

NEW JERSEY STATE BATHING CODE RULES AND REGULATIONS

1. Any person showing evidence of any communicable skin disease, sore or inflamed eyes, cold, nasal or ear discharges, or any other communicable disease shall be refused admission.
2. Persons with excessive sunburn, open blisters, cuts or bandages shall be refused admission.
3. Person suspected of being under the influence of drugs or alcohol shall be refused admission.
4. Do not enter the water if you are experiencing or recovering from diarrhea or have any signs or symptoms of a gastrointestinal (stomach) disease in the past seven days.
5. All children in diapers or disposable swim diapers and adults who are incontinent must wear plastic/rubber pants with snug fit around waist and leg. Do not wash soiled diapers in the pool.
6. Children should be encouraged to use the restroom before entering the water.
7. Immediately report any accidents you observe in or out of the pool to a staff member.
8. No animals, except for service animals shall be allowed in pool area.
9. All persons shall shower before entering the pool.
10. Swimming is strictly prohibited during electrical storm.
11. Health Department Standards: incidents involving fecal matter or vomit requires a period of pool closure.
12. Proper bathing attire is REQUIRED AT ALL TIMES.
13. ONLY certified US Coast Guard Approved Flotation Devices are allowed in the swimming pool.
The following rules and regulations are posted in the Pool/Spray Park Area and have been established for the benefit of all users of the Pool/Spray Park, to assure the safe operation of the Pool/Spray Park and to provide enjoyable recreation to all. Patrons are requested to cooperate in observing these rules and to obey the instructions of the staff.

**PATRONS VIOLATING SWIMMING RULES ARE SUBJECT TO HAVING THEIR MEMBERSHIP OR DAY/GUEST PASS REVOKED.**

1. The following items are not permitted in the Pool/Spray Park Area:
   - Toys, Fins, Inflatable Devices, Beach Balls, Noodles
   - Glass Containers, Grills
   - Pop up Tents or Canopies
   - Hats, head or hair coverings, except approved rubber bathing caps, are not permitted in the pool. Religious headwear is acceptable.

2. The County of Passaic is not responsible for lost, stolen or damaged personal items.

3. The use of photographic equipment is prohibited without prior approval of the subject or guardian.

4. Conduct affecting the safety and comfort of others is **NOT** permitted. This includes, but is not limited to:
   - Throwing debris
   - Running, Pushing or Rough Play
   - Dunking, Splashing or Spitting/Spouting of Water
   - Hanging on Pool Dividers or Ladders
   - Profanity or Abusive Language
   - Urinating or Defecating in the Pool
   - Diving or Jumping into the Pool

5. Admission is on a first come first serve basis.

6. Due to a regional shortage of lifeguards, the capacity of this pool may be limited at times for your safety. Temporary closure of pool or spray park may also occur.

**IF ANY OF THE RULES LISTED HERE OR POSTED IN THE POOL/SPRAY PARK AREA ARE NOT ABIDED BY, YOU WILL BE ASKED TO LEAVE WITHOUT REFUND.**
ADDITIONAL PARK PERMITTED AREAS OF INTEREST

The Equestrian Center: The Equestrian Center is located within the Garret Mt. Reservation, Woodland Park. The center is operated under a private entity. For more information, please contact the center directly at: 973-279-2974.

Film Permits - Commercial Filming/Photography: For filming and/or photography within any Passaic County Park Locations, a permit is required. For permit information, please contact Deborah Hoffman, Division of Economic Development at: 973-569-4720 or via email: deborahh@passaiccountynj.org

Historic Site Visitation / Photography Permit: Permits are also required for use of any Historic Site within Passaic County Park Locations, which include the Dey Mansion/Washington’s Headquarters (Wayne), Westervelt – Vanderhoef House (Clifton), John W. Rea House (Hawthorne), Lambert Castle (Clifton) and the Lambert Tower (Woodland Park). For permit information, please contact the Department of Cultural & Historic Affairs at 973-706-6640, or visit their website: historiesitepermits@passaiccountynj.org

HISTORIC SITE PERMITS & FEES

The Department of Cultural & Historic Affairs oversees various historic sites within Passaic County Parks, including the Dey Mansion Washington’s Headquarters, Lambert Tower, Lambert Castle, the Passaic County Arts Center located at the John W. Rea House, and the Westervelt-Vanderhoef House. As such, all these historic sites are available for rentals by obtaining a permit from the Department.

A permit is required for the following activities:

- Group Tours for parties of 10 or more
- Meeting/Program Space
- Event Space
- Weddings
- Photography
- Filming

Permit applications, as well as our hold harmless agreements, need to be filled out, signed, and returned to us with the payment. These documents need to be mailed to us with original signatures; digital/scanned copies are not be accepted.

Permit requests can be sent to historiesitepermits@passaiccountynj.org or by calling the Department of Cultural & Historic Affairs at 973-706-6640.
SITE USE POLICIES
The Dey Mansion is open to the public for tours between the hours of 10am-5pm, Wednesday – Sunday throughout the year. Those wishing to host an event/meeting inside the museum may do so outside of normal operating hours or with permission from the Director of Cultural & Historic Affairs. All rentals are for up to four (4) hours and are restricted to the first floor of the museum, unless otherwise approved. Events requiring additional hours may be required to pay additional fees.

Accommodations:
The first floor hallway of the Dey Mansion may be used for meetings, programs, lectures, performances, and historic/documentary filming.

- **Capacity**: Seating for meetings and other programming can accommodate up to twenty-five (25) people, the addition of tables will restrict this number further. Standing events are limited in number and at the discretion of the staff.

- **Content**: All programming, lectures, performance and filmmaking, will be permitted at the discretion of the Director after review of the content. No permits will be distributed for site rentals that, through content or by invitation, promote discrimination on the basis of race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability.

- **Accessibility**: The Dey Mansion is ADA accessible on the first floor only. There is no accessibility to the second floor. Bathrooms, located in the visitor center, are fully handicapped accessible.

- **Equipment & Other Needs**: Rental of the Museum, upon request and based on availability, does include up to thirty (30) folding chairs, one (1) 6ft table, and a projection screen. All other items are the responsibility of the renter.

Décor & Food Policies:
- Furniture inside the museum will only be moved at the discretion of museum staff. If furniture is to be moved and/or re-positioned then all moving will be done by staff.
- Nothing is to be hung, nailed, stapled, taped, or in any way affixed to the walls or doors of the museum.
- Plans for decorations inside the museum, including floral arrangements and table centerpieces, will be first approved by staff.
- There will be no potted plants or soil inside the museum.
- There are no kitchen facilities onsite. Only finger foods and those not requiring the use of a heating device are to be served at events inside the museum.
Parking Policy
Parking at the Dey Mansion is limited and may require the renter to supply a shuttle bus to the golf course parking lot, or other off-site parking facility.

- There are twenty (20) parking spaces, including three (3) handicap spaces, at the Dey Mansion. If additional parking is required then a shuttle will be supplied by the renter.
- Bus drop off and pick up may be done in the parking lot of the visitor center.
- There is no parking allowed on the grounds of the Dey Mansion, along the roadway or at the golf course. Renters will be instructed on all parking policies prior to the event.

SITE FEES

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.

Special Uses:
- Commercial/Wedding 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
Dey Mansion … continued

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

HAMILTON HOUSE MUSEUM, 973-774-2608
971 VALLEY ROAD, CLIFTON, NJ 07013

SITE USE POLICIES
The Hamilton House Museum is open to the public for tours between the hours of 10:00 a.m. - 5:00 p.m., Wednesday - Sunday throughout the year. Those wishing to host an event/meeting inside the museum may do so outside the normal operating hours or with permission from the Director. All rentals are for up to four (4) hours and are restricted to the basement area of the museum, unless otherwise approved. Events requiring additional hours may be required to pay additional fees.

Accommodations
The basement of the Hamilton House Museum may be used for meetings, programs, lectures, performances, and/or documentary filming.

- **Capacity**: Seating for meetings and other programming can accommodate up to 30 people. The addition of tables will restrict this number further. Standing events are limited in number and at the discretion of the Museum Staff.

- **Content**: All programming, lectures, performance, and filmmaking will be permitted at the discretion of the Executive Director after review of the content. No permits will be distributed for site rentals that, through content or by invitation, promote discrimination on the basis of race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability.
Hamilton House Museum…continued

- **Accessibility:** Entrance to the museum is currently not ADA accessible. Staff will provide the best assistance possible to those with limited mobility. The Hamilton House Museum provides touring material to assist those with visual and hearing impairments.

- **Equipment Needs:** Rental of the museum will include chairs and tables. All other items are the responsibility of the renter.

**Décor and Food Policies**
We anticipate that guests may wish to bring food while renting space at the Hamilton House Museum. Permitted use of the basement area does include food, drink, and decoration. However, the museum staff requests that you abide by these guidelines.

- There are kitchen facilities onsite and refrigeration is available. Food preparation is permitted at the discretion of the Director.

- Furniture inside the museum will only be moved at the discretion of the Museum Staff/Director. If furniture is to be moved and/or re-positioned then all moving will be done by Museum Staff.

- Nothing is to be hung, nailed, stapled, taped, or in any way affixed to the walls or doors of the museum.

- Plans for decorations inside the museum, including floral arrangements and table centerpieces, will need to be approved by Museum Staff.

- There will be no potted plants or soil inside the museum.

**Parking Policy**
Parking at the Hamilton House Museum is limited and may require the renter to supply a shuttle bus to another off-site parking facility.

- There are ten (10) parking spaces, including two (2) handicap spaces, at the Hamilton House Museum.

- Bus drop-off and pick-up may be done in the driveway.

- There is no parking allowed on the grounds of the Hamilton House Museum or along the roadway (Valley Road). Renters will be instructed on all parking policies prior to the event.
SITE FEES

**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**
- Meeting Space (in museum or visitor center) - $50.00 per hour, up to four hours

*Any event that runs longer than four hours may be required to pay additional fees
**Weddings are not permitted at this site.
***Depending on the nature of the event, security may be required at an additional charge.

**Special Uses:**
- Commercial/Wedding photography - $100
- Filming - $1,500

*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
SITE USE POLICIES
The Passaic County Arts Center at the John W. Rea House (PCAC) is located at 675 Goffle Road in Hawthorne, NJ and offers one large room that can be rented for meeting and/or reception space.

Rental Fees:
• Site-use permit fees are calculated by the hour, including time needed to set up/break down, at $50.00/hr. Non-profit organizations with proof of 501 (c) 3 status are at a reduced rate of $35.00/hr.
• Each site-use permit requires a refundable security deposit, to be returned to the permit holder at the completion of the rental, provided there are no damages to the facilities or further cleaning required. The deposit will equal 30% of the rental fee.
• Permit fees may be paid in cash, with check or money order made out to the County of Passaic, or by credit card.

Hours of Use:
• Site rental is available Monday –Friday from 9:00am-5:00pm and on Saturday and Sunday from10:00am – 5:00pm. Additional and evening hours may be requested but is at the discretion of the Department of Cultural & Historic Affairs and is dependent on staffing.
• Please inquire about your preferred date/time before sending in a permit request.
• The PCAC is not available for permits on holidays.

Facility Accommodations:
• The site can accommodate up to 50 people.
• Six (6) tables with a total seating capacity for thirty (30) people are available on-site. Any additional tables or seating is the responsibility of the permit holder.
• Food and beverages are allowed in in the meeting space, however there is no food or drink allowed in the gallery/exhibition space.
• There is a fifty (50) cup coffee pot, a microwave and an electric kettle available for use upon request and must be noted on the permit application.
• We do not provide coffee, cups or any other beverages, and/or supplies.
• There is no additional fee to use these appliances, however, in the event of damage to an appliance, the permit holder will be responsible for the replacement of the item equal in value to the one that has been damaged.
• Basic cleaning supplies are available on-site such as multipurpose spray, anti-bacterial wipes, broom and dustpan, and a Swiffer.
Parking & Accessibility:
- There are a number of parking spaces available at the PCAC which includes four (4) handicapped spaces.
- There is an accessibility lift available for those with mobility impairments that can be accessed from the ground level of the PCAC.

Audio Visual & Internet:
- Internet access is available through the PCAC wireless network under “PC Guest”

SITE FEES

General Admission Rates
- Free admission

Group Tours
- Educational Programs (School groups, Scouts, etc.) - $5.00 per student

Site Rental
- Meeting Space (in museum or visitor center) - $50.00 per hour, up to four hours
- Weddings, events, and other indoor activities) $500.00, up to four hours

*Any event that runs longer than four hours may be required to pay additional fees
**Depending on the nature of the event, security may be required at an additional charge.

Special Uses:
- Commercial/Wedding Photography - $100

- Filming - $1,500

*Photography is not permitted inside the museum
**Film or art students may receive a discount rate and/or fee waiver
SITE USE POLICIES
Lambert’s Castle is owned by the County of Passaic and operated by the Passaic County Historical Society. Permit information varies. All exterior programs/permits are handled by the Department of Cultural & Historic Affairs, while interior space rentals/permits are handled through the Passaic County Historical Society.

Group Tours

• For school and group tour information, you can visit the Passaic County Historical Society’s website at: https://lambertcastleweb.wordpress.com/facility-rental/

Site Rental – Interior Space

• Commercial photograph inside Lambert Castle is $250 per hour, and cannot occur during the museum’s regular open hours.

• The Castle can be rented for meetings, filming, and small events. For more information, you can visit the Passaic County Historical Society’s website at: https://lambertcastleweb.wordpress.com/facility-rental/

SITE FEES

Site Rental - Grounds

• Picnic Site (up to 30 people) - $50.00
• Picnic Site (30 people or more) - $85.00
• 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

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

Special Uses:

• Commercial/Wedding Photography - $100
• Use of drones - $100
• Filming - $500

**Film or art students may receive a discount rate and/or fee waiver.
SITE USE POLICIES

Hours of Use:
- Site rental is available Monday – Sunday from 9:00am-5:00pm from the months of May thru October. Additional and evening hours may be requested but is at the discretion of the Department of Cultural & Historic Affairs and is dependent on staffing.

- Please inquire about your preferred date/time before sending in a permit request.

SITE FEES

General Admission Rates
- Free admission

Site Rental - Grounds
- Picnic Site (up to 30 people) - $50.00
- Picnic Site (30 people or more) - $85.00
- 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

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

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
- Meeting Space (in museum or visitor center) - $50.00 per hour, up to four hours

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

**Weddings are not permitted at this site.

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

Special Uses:
- Commercial/Wedding photography - $100
- Use of drones - $100
- Filming - $1,500

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

The Vanderhoef – Westervelt House is located within Weasel Brook Park, Clifton, NJ, and offers three (3) rooms that can be rented for program or meeting space.

**Rental Fees:**

- Site-use permit fees are calculated by the hour, including time needed to set up/break down, at **$50.00/hr**. Non-profit organizations with proof of 501 (c) 3 status are at a reduced rate of **$35.00/hr**.

- Each site-use permit requires a **refundable security deposit**, to be returned to the permit holder at the completion of the rental, provided there are no damages to the facilities or further cleaning required. The security deposit is equal to 30% of the permit cost.

- Permit fees may be paid in cash, with check or money order made out to *The County of Passaic*, or by credit card. Please note security deposits cannot be made by credit card.

**Hours of Use:**

- Site rental is available Monday –Friday from 9:00am-5:00pm and on Saturday and Sunday from 10:00am – 5:00pm. Additional and evening hours may be requested but is at the discretion of the Department of Cultural & Historic Affairs and is dependent on staffing.

- Please inquire about your preferred date/time before sending in a permit request.

- The Vanderhoef house is **not available** for permits on holidays or on days of County scheduled events.

**Facility Accommodations:**

- The site can accommodate up to fifty (50) people.

- Three (3) tables with a total seating capacity for twenty (20) people are available on-site. Any additional tables or seating is the responsibility of the permit holder.

- Food and beverages are allowed in in the meeting space, however there is no food or drink allowed in the gallery/exhibition space.

- **We do not** provide coffee, cups or any other beverages, and/or supplies.

- There is no additional fee to use these appliances, however, in the event of damage to an appliance, the permit holder will be responsible for the replacement of the item equal in value to the one that has been damaged.

- Basic cleaning supplies are available on-site such as multipurpose spray, anti-bacterial wipes, brooms, and dustpan.
Vanderhoef-Westervelt House…continued

Parking & Accessibility:
- There are seven (7) parking spaces available, which includes one (1) handicapped space. Additional street parking can be found on Park Drive.
- There is an accessibility ramp available for those with mobility impairments that can be accessed from the rear of the Vanderhoef-Westervelt House.

Audio Visual & Internet:
- Upon request a projector and screen can be provided.
- Internet access is available through the Vanderhoef – Westervelt House wireless network. Please use PC-Guest.

SITE FEES

General Admission Rates
- Free admission

Site Rental - Grounds
- Picnic Site (up to 30 people) - $50.00
- Picnic Site (30 people or more) - $85.00
- 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
**Depending on the nature of the event, security may be required at an additional charge.

Site Rental
- Meeting Space (in museum or visitor center) - $50.00 per hour, up to four hours

*Any event that runs longer than four hours may be required to pay additional fees
**Weddings are not permitted at this site.
***Depending on the nature of the event, security may be required at an additional charge.

Special Uses:
- Commercial/Wedding photography - $100
- Filming - $1,500

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