



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

155 Prospect Ave., Suite 100 West Orange, NJ 07052
(973) 268-3500 Email: Permits@parks.essexcountynj.org
www.essexcountyparks.org



PICNIC - PERMIT REQUIREMENTS

APPLICATION MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO EVENT

Application must be legible and accurate, or it will be denied by permit division and must be re-submitted.

IMPORTANT INFORMATION: Rain dates will not be scheduled prior to the scheduled picnic date. The PERMIT UNIT must be notified within 3 business days of non-use of permit due to inclement weather. The Permit Unit will issue a credit for another picnic date. All credits must be used prior to their noted expiration date.

THE PERMIT UNIT WILL NOT RESERVE OR FINALIZE ANY DATES OVER THE PHONE, unless an application has been submitted with all required funds.

Bathrooms may or may not be functioning/available. Restrooms facilities are operational from approximately May thru October, weather permitted.

The posting of signs or decorations on trees, light posts or on any County property is NOT permitted.

ALL ALCOHOLIC BEVERAGES AND AMPLIFIED MUSIC ARE PROHIBITED.

Permit holders are responsible to clean the picnic area of litter before leaving the site.

ABSOLUTELY NO REFUNDS WILL BE ISSUED ONCE THE PERMIT IS PROCESSED

FEE STRUCTURE

Checks or money orders should be payable to:
Essex County Department of Parks, Recreation and Cultural Affairs
(You may abbreviate, Essex County Dept. of Parks)

PAYMENTS MAY BE MAILED IN OR BROUGHT IN PERSON ONLY.

Payments include, CHECK, CASH, MONEY ORDER OR DEBIT/CREDIT CARD.

| FEEES FOR PICNICS | |
|--|-----------------|
| Number of Picnic Participants | Fee |
| 1-150 all ages (Dependent on-Site Location) | \$200.00 |

ADDITIONAL PERMIT FEES

Once a picnic permit has been issued, there will be a \$5.00 charge for any changes made thereafter.

Return your application with appropriate fee to:
Essex County Department of Parks, Recreation and Cultural Affairs c/o Permit Unit -
Picnic Application
155 Prospect Avenue, Suite 100
West Orange, NJ 07052



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PICNIC PERMIT POLICY AND GUIDELINES

GUIDELINES:

1. **PROHIBITED: ALL ALCOHOLIC BEVERAGES AND AMPLIFIED MUSIC:** DJ's, Boom boxes, car/truck stereo systems, entertainment centers, disc jockeys, pony rides, etc.
2. All event requests are subject to department review during the approval process.
3. Permit applications are considered on a first come, first serve basis (with exceptions at the discretion of the Parks Dept.).
4. An event is not authorized within the park unless a permit has been issued. The permittee must possess the original permit during the event.
5. The permittee shall comply with all laws, park ordinances and regulations of federal, state and municipal authorities that apply to the park.
6. Please be reminded that although areas are reserved and permitted, for your use, all County parks are open to the public.
7. Signs or advertisements of the event or program cannot be posted on the premises unless approved by the Parks Director, or authorized representatives.
8. The permittee will not erect structures or additions to the existing structures within the County Park unless approved by the Parks Director, or authorized representatives.
9. The Parks Director and Essex County Police Director or authorized representatives shall have access to the permitted area at all times and reserve the right to suspend any unsafe, unlawful or unacceptable use of the area.
10. The permittee or his/her agents shall make no changes to the existing electrical service without prior approval from the Parks Director. All electrical hookups to temporary service boxes will be done by a County Park's electrician at permittee's expense.
11. Permittee is responsible for parking in designated areas only, NOT on grassy lawns or walkways.
12. The permitted area shall be left in good condition and all trash removed and placed in proper receptacles. Permittee is responsible for all damage by its agents, participants and/or spectators.
13. Miscellaneous Fees: All other fees relating to permits such as police coverage, electricity, maintenance bonds, labor equipment, etc. will be determined upon review of each individual picnic permit application.
14. During the planning stages of the event the Parks Director or authorized representatives may alter or add conditions as necessary.
15. The permitted area may be unavailable for an event or a portion thereof because of fire, flood or other emergency over which the Department of Parks has no control. The Department of Parks because of an emergency may find it necessary to cancel, postpone or move the event location.
16. Failure to comply with the Department of Parks regulations or park guidelines may result in cancellation of permit or denial of future permit requests.
17. During specific seasons County Parks may be closed to vehicular traffic.
18. Rain dates will not be scheduled prior to inclement weather. In the case of inclement weather, the permit unit must be notified within three (3) days of non-use of permit. A credit will be issued and must be used by the noted expiration date.



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~ PICNIC PERMIT APPLICATION ~

Please list all information required
If you have any questions pertaining to the application, please contact the Permit Unit for assistance.

Organization Name(If applicable): _____ Contact Person Name: _____
 Contact Number: _____ - _____ - _____ Mailing Address: _____
 City: _____ State: _____ Zip Code _____ : Email: _____
 Picnic Date(s): Indicate 1-4 Choices 1st _____ 2nd _____ 3rd _____ # of Participants: _____

Please be sure to put in backup dates in case your first or second date requested is not available

Description of Event: _____

| Select Picnic Area | | |
|---|--|--|
| Picnic Site | Maximum # of Participants Allowed Per Site | Please indicate multiple choices 1-3 (In the possibility that your first selection is not available) |
| Eagle Rock Reservation | 150 | _____ |
| Glenfield Park 1 & 2 | 100 | _____ |
| Grover Cleveland Park – Grill Site | 50 | _____ |
| Weequahic Park Elizabeth Ave. | 100 | _____ |
| Weequahic Park Rt. 22 | 100 | _____ |
| Sites Available at South Mountain Reservation | | |
| Mayapple Hill North | 100 | _____ |
| Mayapple Hill South | 100 | _____ |
| Tulip Springs North & South | 150 | _____ |
| Turtle Back Rock | 100 | _____ |
| Summit Field North | 100 | _____ |
| Summit Field Middle | 100 | _____ |
| Summit Field South | 100 | _____ |

Special Picnic Sites – Max of 25 Participants – No Grilling Permitted
\$50.00 Per Hour – Minimum 3 hours

Grover Cleveland Park – Playground with Indoor Space Date _____ Time: _____
 Verona Park Pavilion – Does Not include Playground Date _____ Time: _____

The applicant by his or her signature certifies that: All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation for permit approval and all rules and regulations governing the use of the Essex County Park System have been read, are understood, and will be fully complied with by applicant. That the individual and/or organization requesting a permit, agree that while using the facilities made available by the Essex County Park System that they will not discriminate on the basis of disability, race, color, religion, sex, national origin, age or handicap.

Applicant's Signature: _____ Date: _____

Acknowledgement of Policy and Guidelines

I acknowledge that I have read and understand the rules and regulations provided with this document.

Applicant Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Received: _____ Cash _____ Check #: _____ Amount: \$ _____



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DIRECTIONS TO PICNIC SITES

FROM NEW YORK TO ROUTE 280 West (Noted as * in directions below)

Take Lincoln Tunnel or G.W. Bridge to NJ Turnpike South. exit 15W onto Route 280 west for South Mountain Reservation. Take 280 west to exit 7. Make left at the light onto Pleasant Valley Way. Go south on Pleasant Valley way for 2 miles – The South Mountain Reservation begins at Northfield Avenue. (The Reservation is more than 3 miles long.)

SOUTH MOUNTAIN RESERVATION PICNIC SITES

MAYAPPLE HILL

Follow * to Northfield Ave., make another right into Mayapple Hill.

TURTLE BACK ROCK

Follow * to Northfield Avenue, make left onto Northfield Avenue. You will pass South Mountain Arena & Turtle Back Zoo. Continue on Northfield Avenue and make a right onto Walker Road, then another right into Turtle Back Rock.

TULIP SPRINGS AND SHADY NOOK

Follow * to Northfield Avenue, continue across Northfield Avenue (Pleasant Valley Way becomes Cherry Lane). Tulip Springs is the first picnic site on the left and Shady Nook is the second picnic site on the left.

From the Oranges, go west on South Orange Avenue, ride through the South Mountain Reservation and make a right at the traffic light onto Cherry Lane. Shady Nook (1st) & Tulip Springs (2nd) are on the right.

SUMMIT FIELD

From 280 (see *) continue across Northfield Avenue through Cherry Lane to the next traffic light. Turn left onto South Orange Avenue and go across the South Mountain Reservation and up the hill to Crest Drive on the right at the far end of the Reservation.

From the Oranges, take South Orange Ave. west (towards Morristown) to Crest Drive at the beginning of the South Mountain Reservation. Turn left onto Crest Drive and go 1/4 mile. The 3 picnic sites can be reached from the three parking areas: #1 (Overlook area) for the Middle, # 2 for the South, & # 3 for the North.

EAGLE ROCK RESERVATION

Take 280 west (see*) to exit 8 (Prospect Avenue) Follow Prospect Avenue to the first traffic light (CVS is on left). Turn right onto Eagle Rock Avenue the entrance to Eagle Rock Reservation and picnic area is on the left.

GROVER CLEVELAND PARK

Take 280 west (see*) to exit 7. At the exit make a right onto Pleasant Valley Way. Go to the third traffic light and make a left onto Eagle Rock Avenue. Go 2 miles to Roseland Avenue. Make a right onto Roseland Avenue and go 3/4 mile to Runnymede Road. Make a left turn, the park is on Runnymede Road on the right.

WEEQUAHIC PARK (Newark)

Take Turnpike South to Rt. 78 West. Take Elizabeth Ave. exit. Make right at light, go down to Elizabeth Ave. and follow Elizabeth Ave. to Meeker Ave. (Weequahic Towers will be on right) Make left onto Meeker Ave and entrance will be about 1 block on right.

GLENFIELD PARK (MONTCLAIR)

Take 280 to Garden State Parkway North. Take exit 148. Bear left at circle and turn right onto Bloomfield Avenue. Go 1 ¼ miles and (after going over a big hill) turn left at the light onto Maple Avenue. The park is on your left behind the school.

Putting Essex County First

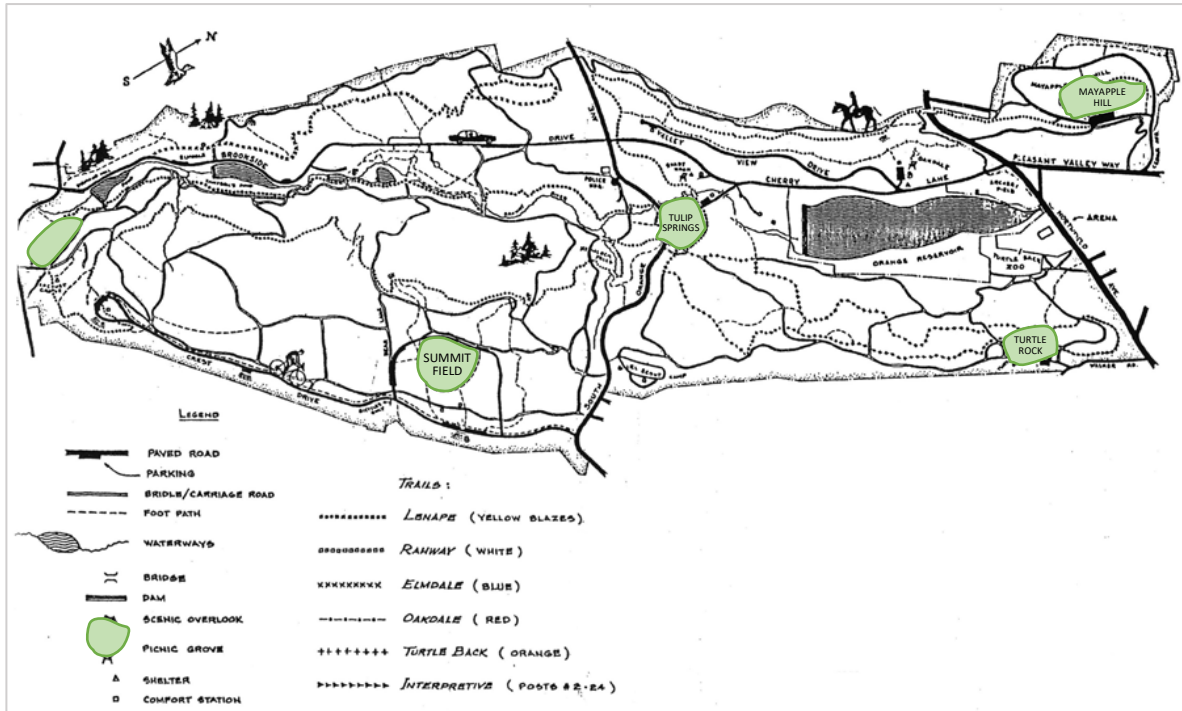


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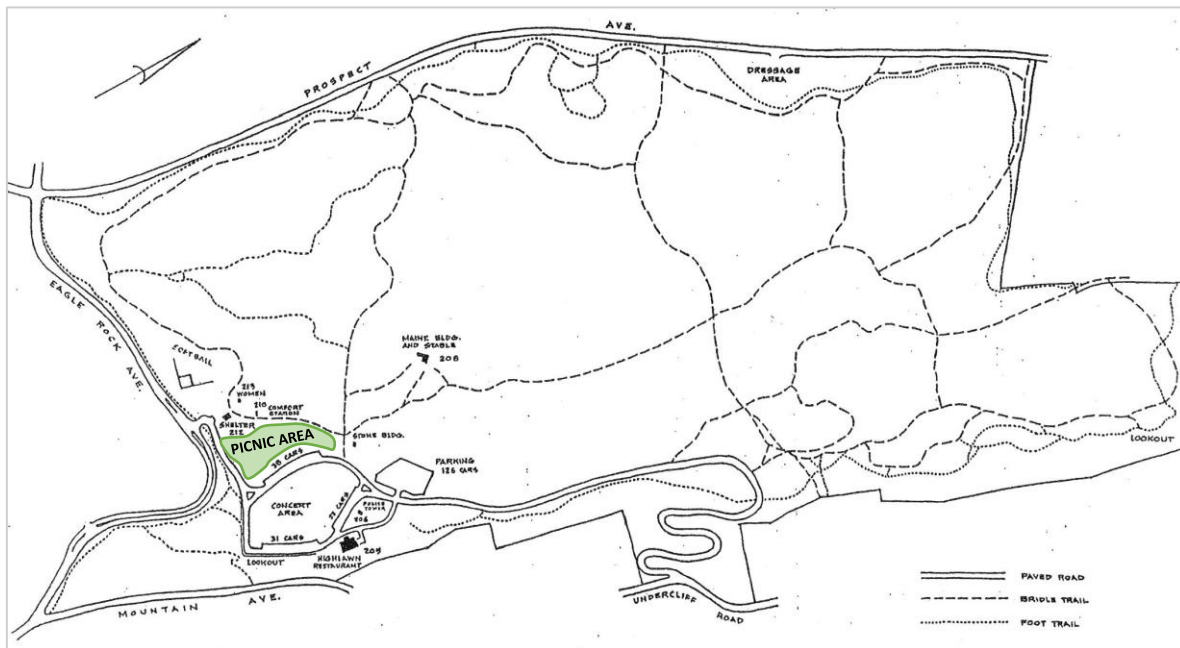
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SOUTH MOUNTAIN RESERVATION



EAGLE ROCK RESERVATION



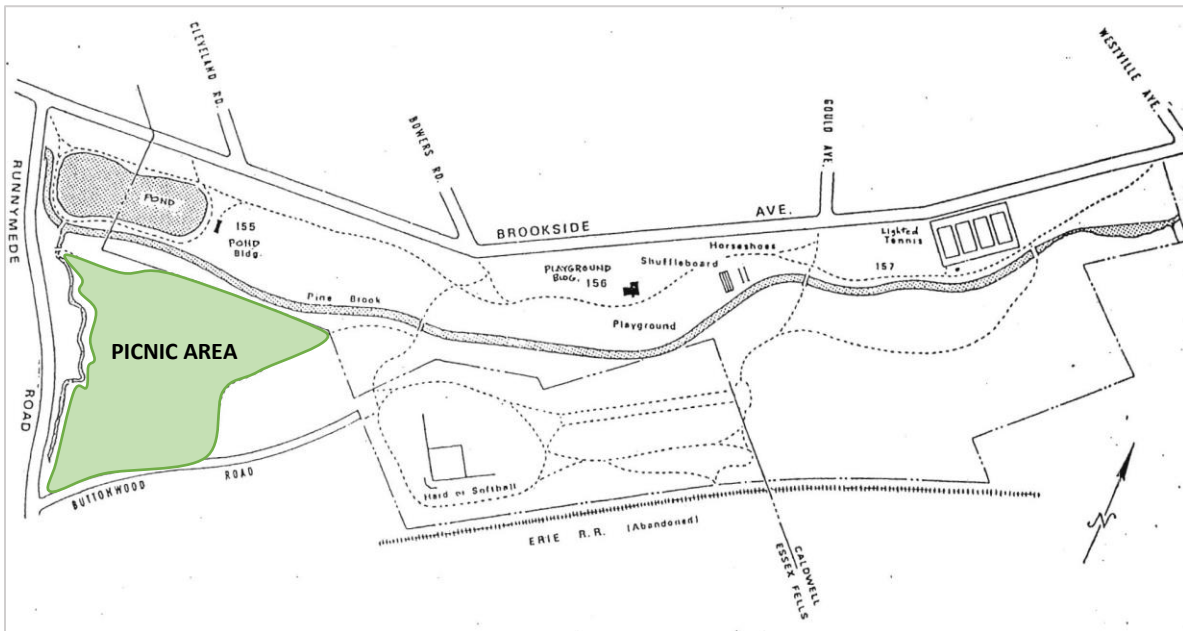


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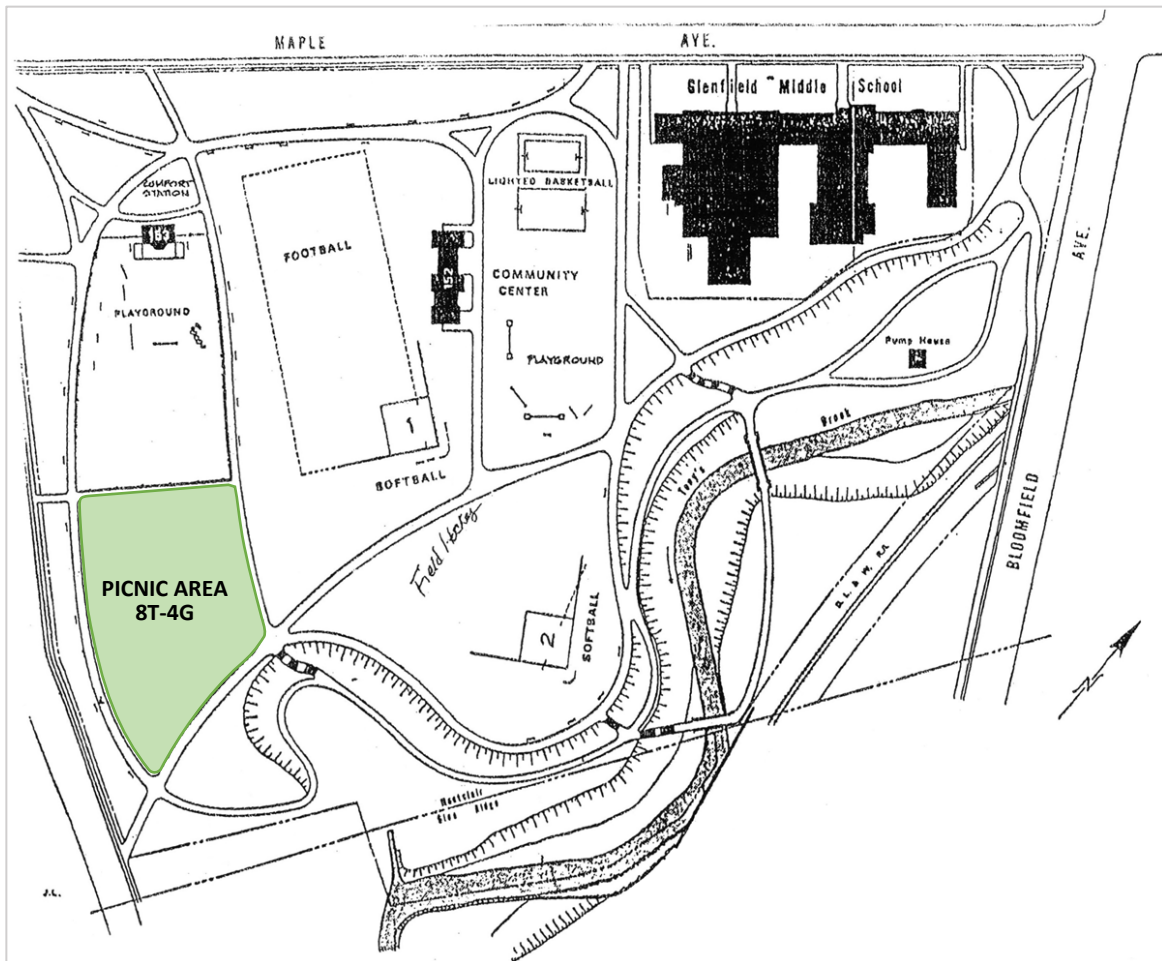
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GROVER CLEVELAND PARK



GLENFIELD PARK



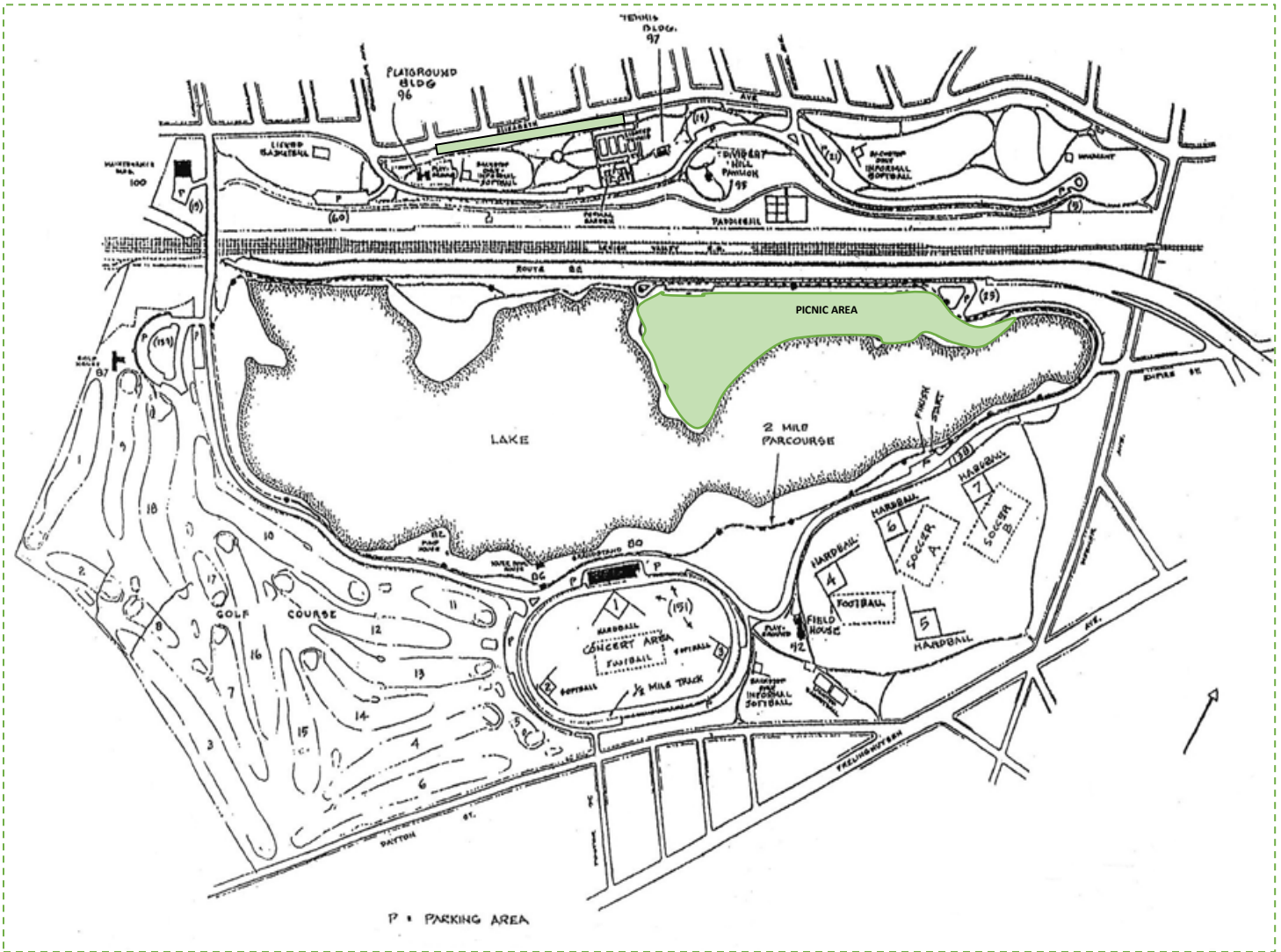


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WEEQUAHIC PARK



PROHIBITED:
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ALL AMPLIFIED MUSIC, car/truck stereo systems, entertainment centers, disc jockeys, etc.