COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS
115 Clifton Avenue, Newark NJ 07104
(973) 268-3500 Email: Permits@parks.essexcountynj.org
www.essexcountyparks.org

PICNIC - PERMIT REQUIREMENTS

APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS 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 in writing within 3 business days if the permit is not used due to inclement weather.
NO REFUNDS

THE PERMIT UNIT WILL NOT RESERVE OR FINALIZE ANY DATES OVER THE PHONE, AN APPLICATION MUST BE SUBMITTED FOR REVIEW & APPROVAL.

Bathrooms may or may not be functioning/available. Restrooms facilities are operational from approximately May thru October, weather permitted. Restroom's are open from 11:00am – 7:00pm.

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 PAYMENT IS PROCESSED

FEE STRUCTURE

Certified 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)

PAYMENT FOR EMAILED APPLICATIONS ARE DUE WITHIN 2 BUSINESS DAYS OF INVOICE RECEIPT. IN-PERSON, PAYMENT DUE ON-SITE UPON APPLICATION APPROVAL.

Payment types, CHECK, CASH, MONEY ORDER OR DEBIT/CREDIT CARD.

FEE FOR PICNICS	
Number of Picnic Participants	**Fee**
1-150 all ages (Dependent On-Site Location)	**$200.00 - $300.00**

ADDITIONAL PERMIT FEES

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

Return your application with appropriate fee to, note, submission does not guarantee date until approved.

Essex County Department of Parks, Recreation and Cultural Affairs c/o Permit Unit -
Picnic Application
115 Clifton Avenue
Newark NJ 07104

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PICNIC PERMIT POLICY AND GUIDELINES

GUIDELINES:

1. **PROHIBITED: ALL ALCOHOLIC BEVERAGES AND AMPLIFIED MUSIC**
2. **NOT ALLOWED**- DJ's, Boom boxes, car/truck stereo systems, entertainment centers, disc jockeys, pony rides, mechanical rides, car/motorcycle meetups, food trucks, vendors, gaming trucks, etc.
3. All event requests are subject to department review during the approval process.
4. Permit applications are considered on a first come, first serve basis (with exceptions at the discretion of the Parks Dept.).
5. **Permit holders are responsible for cleaning the picnic area of litter before leaving the site and placing bags by trash bins.**
6. An event is not authorized within the park unless a permit has been issued. The permittee must possess the original permit during the event.
7. The permittee shall comply with all laws, park ordinances and regulations of federal, state and municipal authorities that apply to the park.
8. Please be reminded that although areas are reserved and permitted, for your use, all County parks are open to the public.
9. Signs or advertisements of the event or program cannot be posted on the premises unless approved by the Parks Director, or authorized representatives.
10. 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. Approval needed for a bouncy house, size limited to 12'x12'. Note, not permitted at all locations, must contact permits office for more information.
11. 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.
12. 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.
13. Permittee is responsible for parking in designated areas only, NOT on grassy lawns or walkways.
14. **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**.
15. 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.
16. During the planning stages of the event the Parks Director or authorized representatives may alter or add conditions as necessary.
17. 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.
18. Failure to comply with the Department of Parks regulations or park guidelines may result in cancellation of permit or denial of future permit requests.
19. During specific seasons County Parks may be closed to vehicular traffic.
20. Rain dates will not be scheduled prior to inclement weather. In the case of inclement weather, the permit unit must be notified in writing within three (3) days of non-use of permit. **NO EXCEPTIONS**.

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~ PICNIC PERMIT APPLICATION ~

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: _____-_____ **Email:** _____

Mailing Address: _____**City:** _____ **State:** _____ **Zip Code**_____

Picnic Date(s): Indicate 1-3 Choices 1st_____ **2nd**_____ **3rd**_____ **# of Participants:** _____

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

Description of Event: _____

Picnic Areas – Fee $200.00 – see below for exceptions
Sites with a * next to them have a restroom on site.
Hours of operation for restrooms are 11:00am – 7:00pm

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 at South Mountain Reservation		
Mayapple Hill North	100	_____
Mayapple Hill South	100	_____
Turtle Back Rock	100	
Summit Field North	100	_____
Summit Field Middle	100	
Summit Field South	100	_____
Tulip Springs Picnic Area at South Mountain Reservation – with amenities – FEE: $300.00		
Tulip Springs North **Amenities on-site, 4 grills, 11 picnic tables, bathrooms & an 80-person Pavilion**	100	_____

Special Picnic Sites – Max of 25 Participants – No Grilling Permitted
$50.00 Per Hour – Minimum 3 hours (between 11am – 6pm)

Grover Cleveland Park* – Indoor Space by Playground 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's Signature: _____ **Date:** _____

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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
Follow * to Northfield Avenue, continue across Northfield Avenue (Pleasant Valley Way becomes Cherry Lane). Tulip Springs is the first 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. 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)

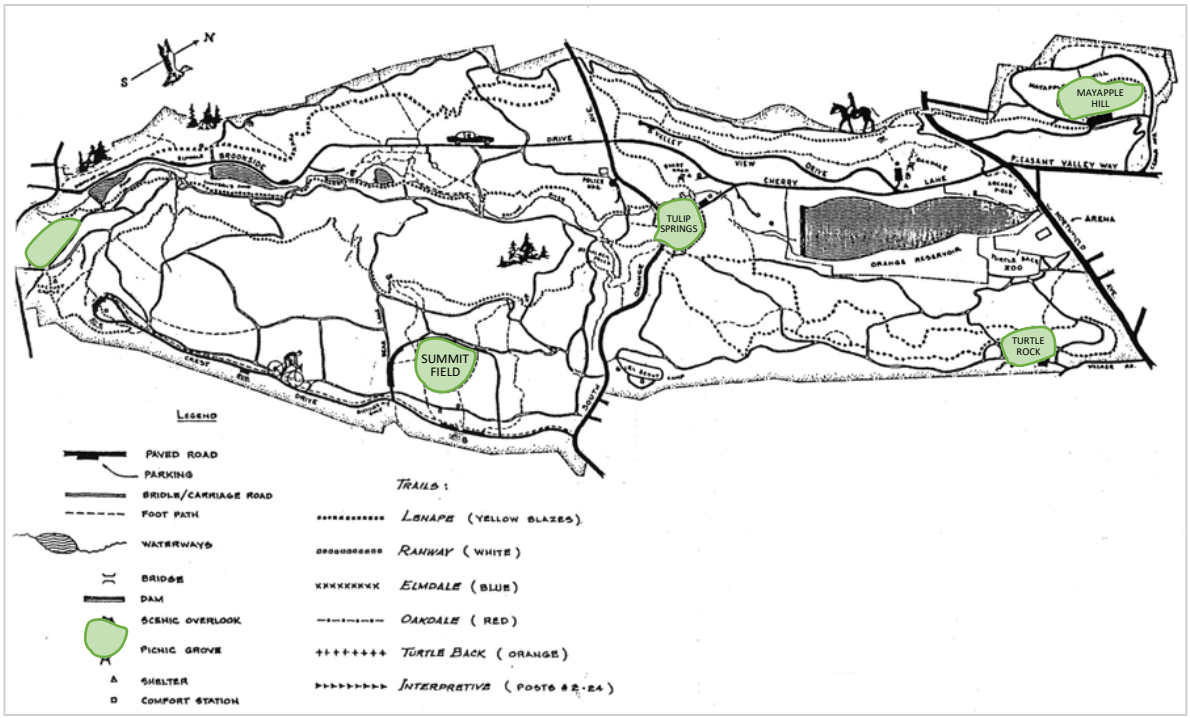
Take Turnpike South to Rt. 78 West. Take Elizabeth Ave. exit. Make right at light, go down to Elizabeth Ave. and follow Elizabeth Ave. to Meeker Ave. (Weequahic Towers will be on right) Make left onto Meeker Ave and entrance will be about 1 block on right.

GLENFIELD PARK (MONTCLAIR)

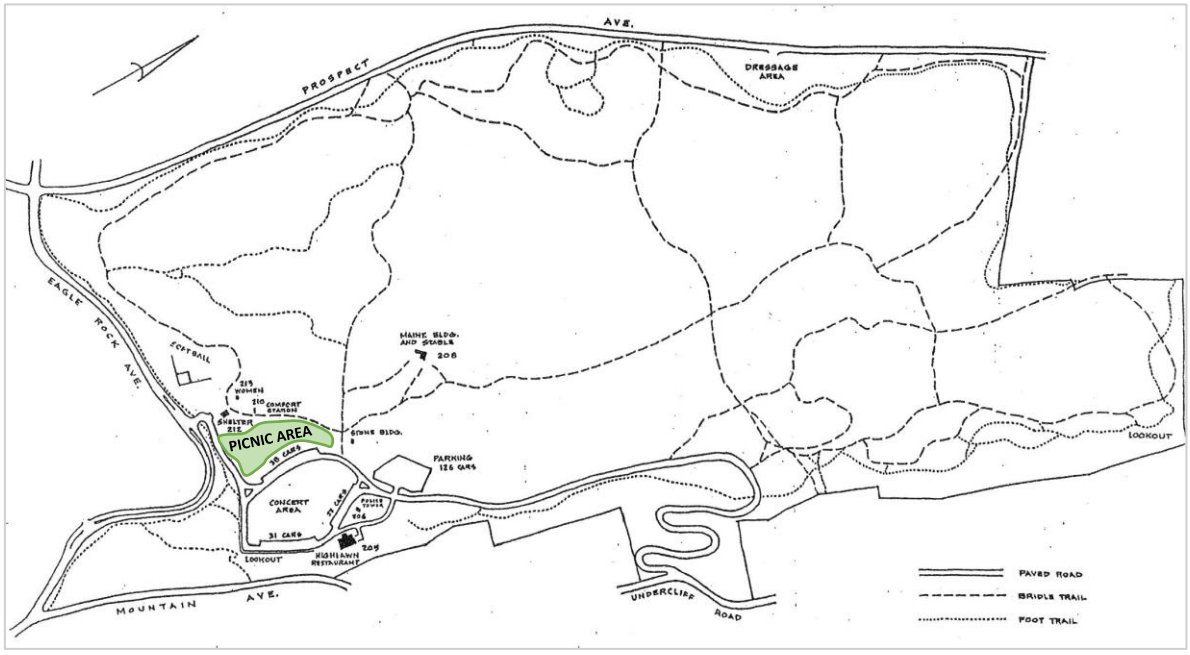
Take 280 to Garden State Parkway North. Take exit 148. Bear left at circle and turn right onto Bloomfield Avenue. Go 1 ¼ miles and (after going over a big hill) turn left at the light onto Maple Avenue. The park is on your left behind the school.

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SOUTH MOUNTAIN RESERVATION

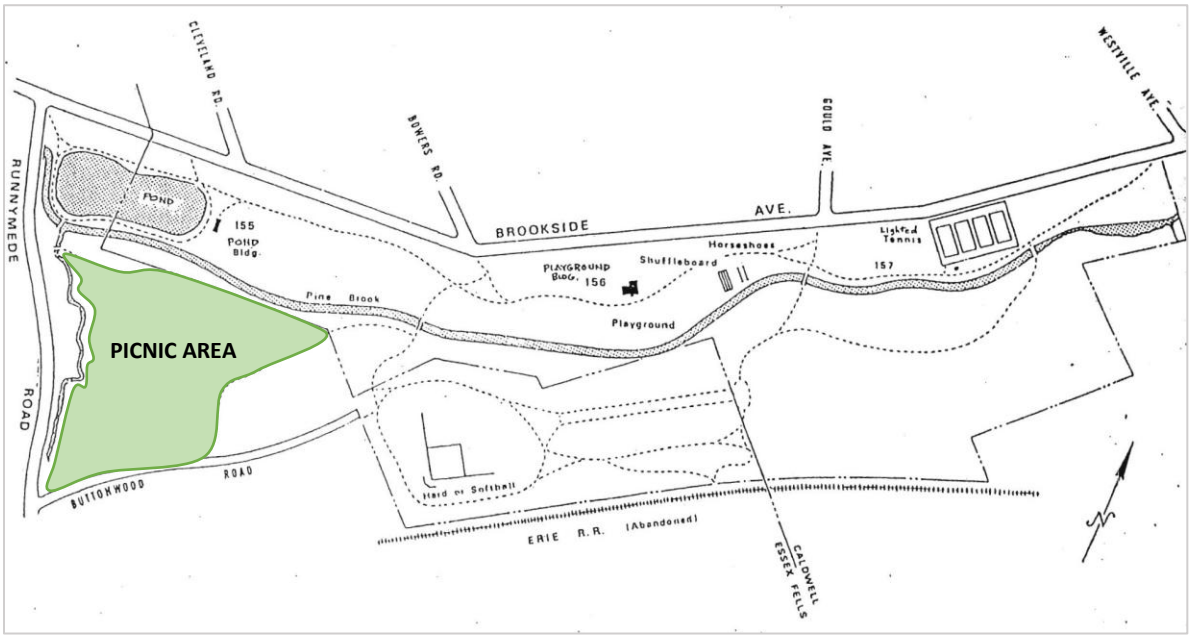


EAGLE ROCK ESERVATION

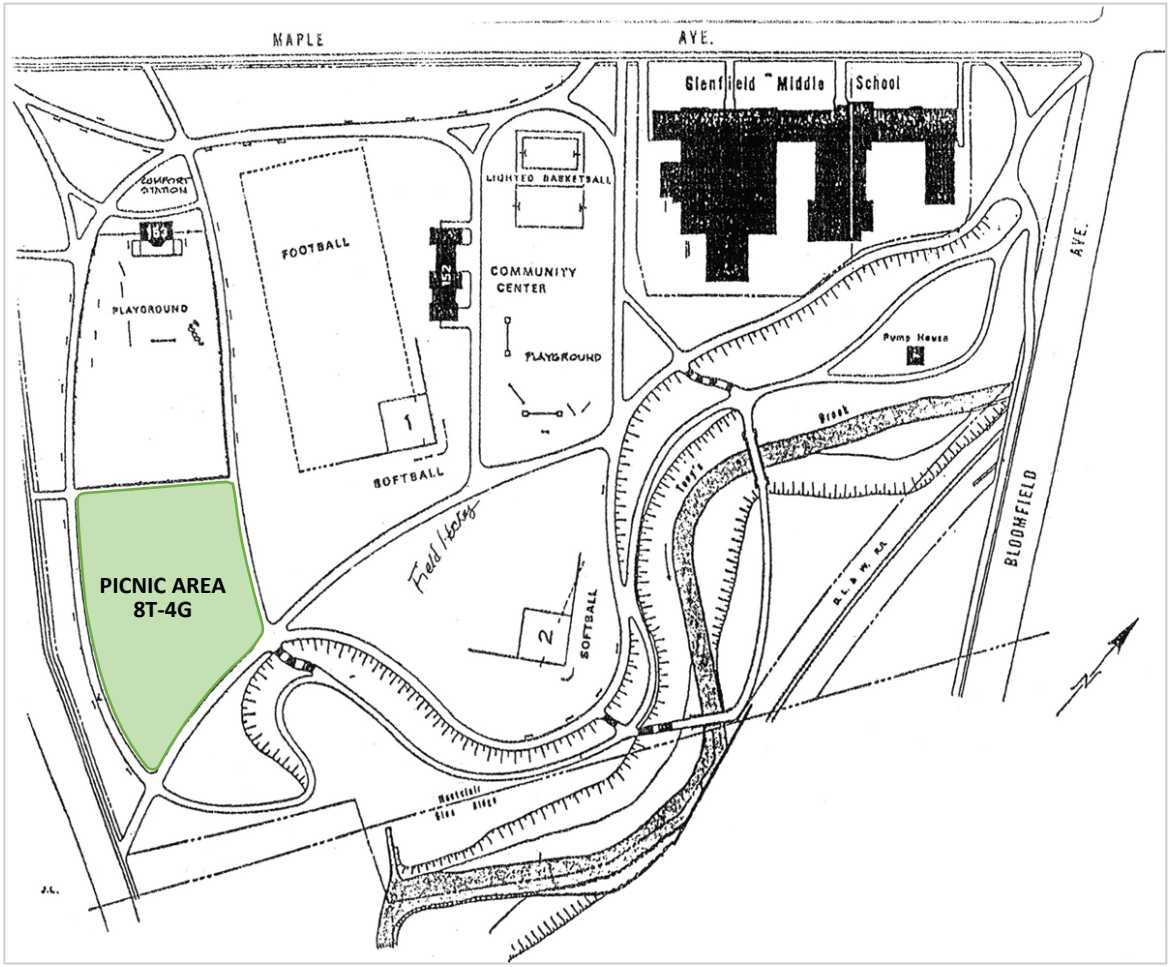


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GROVER CLEVELAND PARK

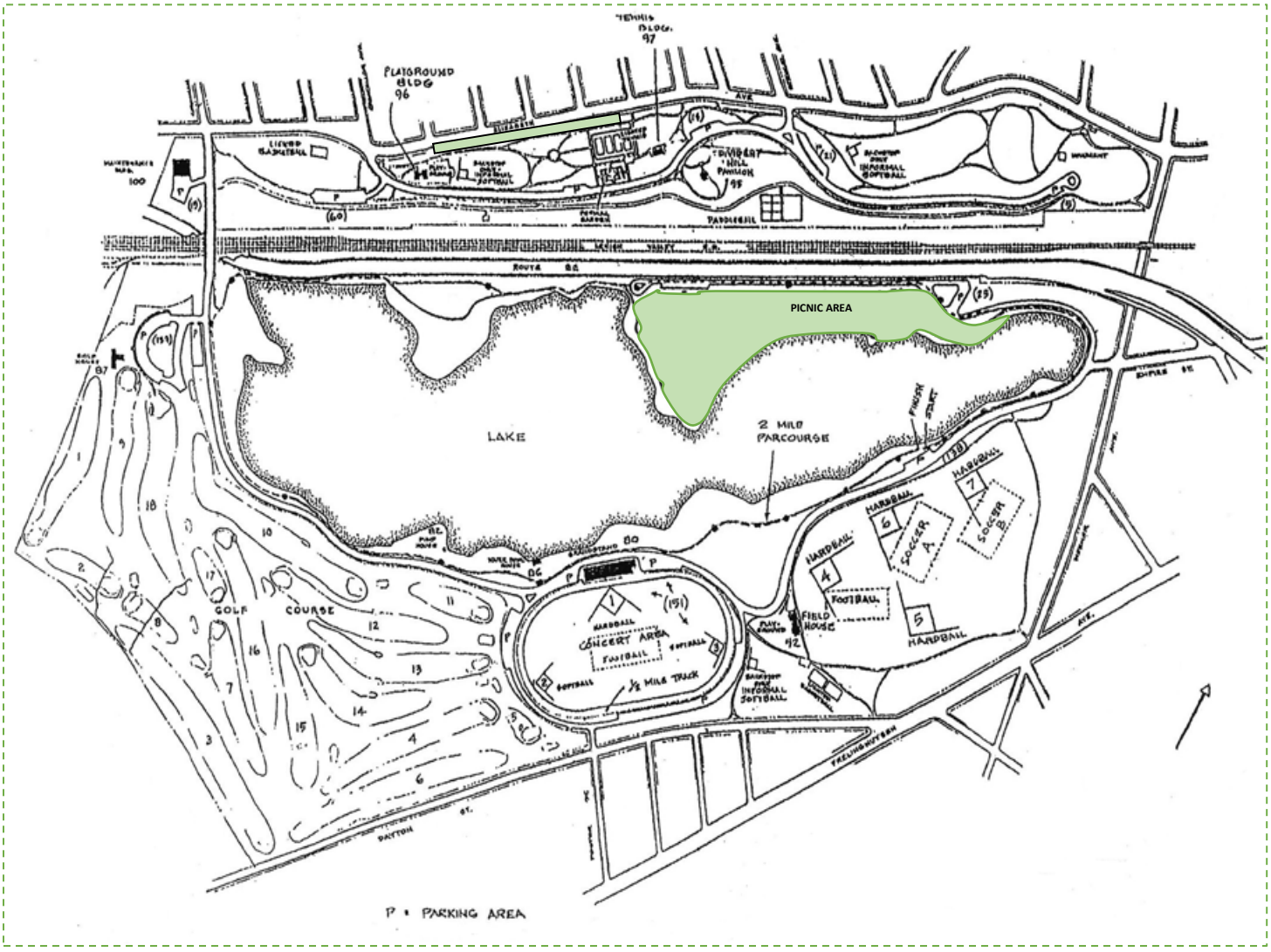


GLENFIELD PARK



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WEEQUAHIC PARK



PROHIBITED:

ALL ALCOHOLIC BEVERAGES, glass containers & bottles

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