

Ready to Gather?

**The Essex County
Environmental Center
facilities are available for
rental by the general public.
Visit the Center in advance to
make sure it meets your needs!**

**To book a Room or
Facility Rental,
call the Center at
973-228-8776**

or email David
dalexander@parks.essexcountynj.org

**Cancellations must be made in
writing two business days prior to
your event date to avoid being
billed the full fee.**

**Center grounds open
Dawn till Dusk.**



The Essex County Environmental Center is located among 1,300 acres of wooded parkland along the banks of the Passaic River and provides a unique location for meetings, seminars and other events. Our professional staff is ready to develop a nature program to fit your needs and the serene setting and modern facilities are ideal for workshops, retreats and school activities. We look forward to hosting your next event.

Joseph N. DiVincenzo, Jr.
Essex County Executive



The Essex County Environmental Center is located in a wooded wetland habitat with access to the upper Passaic River. It is an interesting and affordable site to host a private event. Save gas, stay local and explore nature in your own Essex "backyard"

Room or Facility Rental



**A NATURAL SETTING
FOR YOUR FAMILY GATHERING,
CORPORATE RETREAT OR
GENERAL MEETING**

Essex County Environmental Center

621-B Eagle Rock Avenue
Roseland, NJ 07068

973.228.8776

Joseph N. DiVincenzo Jr.
Essex County Executive
and the
Board of County Commissioners



Information about Rentals

*Scheduling is subject to the Center's programming and space availability. *Note there is an additional per hour fee for after hour events.*

- ◆ *Our laptop connection is HDMI compatible only.*
- ◆ *Alcohol is prohibited.*
- ◆ *Rental time includes set up and clean up.*
- ◆ *Facilities must be vacated by the scheduled rental conclusion.*
- ◆ *There is no refund for early conclusion of an event.*
- ◆ *Space rented will be closed to the public, but the rest of the nature center will remain open.*
- ◆ *Expect a noise level consistent with regular operations.*
- ◆ *Your event must be contained in the space rented. We cannot accommodate breakout sessions in separate rooms unless the entire facility is rented.*
- ◆ *Children in your group must be accompanied by an adult throughout the nature center. No child is permitted to play in the Center without supervision.*
- ◆ *Catering and pot-luck are welcome. All catering equipment must be removed from the facility upon conclusion of your event.*
- ◆ *Kitchen facilities only available with Garibaldi Hall rentals.*

Rental Details

Please make an appointment to view the facilities.

Walk-ins are NOT guaranteed access.

Room Rental Fee Ordinance

**Two hour minimum rental*

Park Permit & Rental of the Environmental Center Classroom..... \$150/per hour*

Park Permit & Rental of the Garibaldi Hall Classroom..... \$150/per hour*

Park Permit & Rental of full Environmental Center Facility.....\$300/per hour*

After hours fee.....\$50/ per hour

Environmental Center Classroom Seating Capacity:

- Board table seats 20
- Room seats 35 banquet style (tables with chairs on both sides)
- Room seats 40 classroom style (tables with chairs on one side)
- Room seats 50 theater style (chairs only)

Garibaldi Hall Classroom Seating Capacity:

- Board table seats 25
- Room seats 35 banquet style (tables with chairs on both sides)
- Room seats 40 classroom style (tables with chairs on one side)
- ◆ Room seats 60 theater style (chairs only)

Our rooms are perfect for meetings and events, large and small.

- Boardroom table for small groups
- Projection screen for presentations
- Podium with microphone available
- Access to kitchen for catering or pot luck
- Heated and air conditioned
- Easy access to restrooms
- Wheelchair accessible

Reservation and Payment Information

1. Contact the Environmental Center to request a date. *Without a deposit, dates will be held for 5 business days and then removed from the calendar.*
2. Review and completely fill out the Essex County Environmental Center Rental Agreement including the Room Rental Form and Liability Waiver.
3. *Return the completed Rental Agreement with a non-refundable \$50.00 deposit; events above \$1,000.00 require a 25% deposit.* You may pay by cash, check or money order made out to "Essex County Park System." Upon receipt, you will be sent a letter confirming the date and program. *The balance must be paid before or upon arrival at the time of the rental.*
4. *Cancellations must be made in writing two business days prior to your event date to avoid being billed the full program fee.*

Liability

Renter/Sponsor assumes full responsibility for the behavior and conduct of all party/program package guests/participants or outside presenters at the Essex County Environmental Center (hereinafter "Center"). Renter/Sponsor assumes full legal liability for any and all personal injury, including death, to his or her guests/participants and for any and all property damage directly or indirectly associated with the actions or activities of the guests/participants/outside presenters. Non-compliance by any guests/participants with any policies, terms and conditions of the Center or verbal directions/instructions from Center staff may result in the termination of the party/program package at any time. The Center assumes no responsibility for damage to, loss or theft of personal items or possessions brought onto, stored or left on the premises.