

## 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](mailto: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..... \$175/per hour\*

Park Permit & Rental of the Garibaldi Hall Classroom..... \$175/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.