++++++++++++ **PLEASE NOTE** ++++++++++++

2016 SCHOOL PICNIC APPLICATION

PERMITS ARE REQUIRED FOR GROUPS OF **10 OR MORE** IN THE PICNIC AREAS & MAY TAKE UP TO 3 WEEKS TO PROCESS

APPLICATIONS SHOULD BE SUBMITTED ASAP TO ENSURE AN EARLY RESPONSE

APPLICATIONS RECEIVED WITH THE INCORRECT FEES WILL BE RETURNED

ALL SCHOOLS & LEARNING INSTITUTIONS MUST SUBMIT A CERTIFICATE OF INSURANCE FOR ANY PERMIT REQUESTED (SEE ATTACHED WITH APPLICATION)

BERGEN COUNTY DEPARTMENT OF PARKS
Park Permit Request Application
(For Schools)

NAME OF SCHOOL: _____
(PLEASE PRINT ALL INFORMATION CLEARLY)

SCHOOL ADDRESS: _____

_____
CITY STATE ZIP CODE

CONTACT PERSON: _____
(Must be at above address – which is where the permit will be mailed)

SCHOOL TELEPHONE #: (_____) -_____ _____ EXT: _____

SCHOOL FAX: (_____) - _____ **CELL #: (_____) - _____-_____**

Email Address: _____

PURPOSE: _____

****
In order of preference:

PARK **AREA** **DATE**

1)._____ **ARRIVAL TIME:** _____

2)._____ **DEPARTURE TIME:** _____

3)._____ **# OF PEOPLE:** _____

4)._____

PLEASE NOTE permits are issued 10am to 6pm unless otherwise requested. Tables are not held & someone will need to be at the park by 10am to hold your space.

Do you want a SOFTBALL FIELD (if available)? YES:_____ NO:_____

Indicate 1st, 2nd, & 3rd choice for Field (Cannot be guaranteed): 12-2 PM ( ) 2-4PM ( ) 4-6 PM ( )

****

FEES: $_____ PERMIT $_____ SECURITY DEPOSIT

(Payment MUST be made with 2 separate checks at time application is submitted. If less than 3 weeks before your earliest requested date then payment MUST be made with 2 separate money orders).

Please mail application and make check payable to: **Bergen County Department of Parks – ATTN: PERMITS**

One Bergen County Plaza, 4th Floor

Hackensack, New Jersey 07601

COUNTY OF BERGEN
DEPARTMENT OF PARKS
DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS
One Bergen County Plaza – 4th Floor – Hackensack, NJ 07601-7076
(201) 336-7275 – FAX (201) 336-7262

James J. Tedesco, III
County Executive

James G. Koth, III, PLA, ASLA
Director of Parks

Dear Park Patron;

Each year the Bergen County Department of Parks processes thousands of requests for park-use permits. Prior to issuance of a picnic permit to **groups of 100 or more**, the Department requires that a **Certificate of Insurance** be filed with our office.

The Certificate is to show a **minimum** of $1,000,000 per occurrence, $2,000,000 aggregate General Liability and $10,000/person Medical Expense**. THE COUNTY OF BERGEN AND ITS OFFICIALS, EMPLOYEES AND AGENTS** must be named as **ADDITIONAL INSURED** and **COUNTY OF BERGEN** shown as **CERTIFICATE HOLDER**.

Your insurance company (agent) must be told of this requirement and the above underlined paragraph. They will, at that time, issue the Certificate of Insurance which can be mailed to the above address, faxed to (201) 336-7262 or emailed to parkpermits@co.bergen.nj.us

Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using the Bergen County Department of Parks facilities.

If the insured's name is different from your group name, please make sure that you or your agent clearly note your group name so that the certificate can be matched to your group.

If you have any questions concerning this matter, please call us at (201) 336-7261.

Thank you for your cooperation.

Sincerely,

Permit Department

COUNTY OF BERGEN
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RULES AND REGULATIONS

1). NO ALCOHOLIC BEVERAGES OF ANY KIND IN ANY B.C. PARK!

2). Bring your own grills (Electric & Propane grills are NOT permitted). If using charcoal, it must be disposed of properly and may not be left on grass. If Parks has to clean up after you, you will not receive your security deposit refund.

3). Build no fires, except in fireplaces or designated areas.

4). Drench all fires, stir up and drench again before leaving the area.

5). GARBAGE MUST BE BAGGED & TIED AND PLACED AT A CONVIENENT LOCATION NEAR ROADSIDE FOR PICKUP. SECURITY DEPOSIT WILL NOT BE REFUNDED IF THIS IS NOT DONE.

6). Music should be appropriate for all ages and volume should be kept low and confined to your group's area.

7). The sale of any articles of food within the park is STRICTLY FORBIDDEN.

8). Outside amusement rides, including inflatables, petting zoos and pony rides MAY NOT be brought in.

9). Bring your permit to the park on the date of your picnic. A ranger will collect it & sign off on the condition of the site at the end of your picnic & bring it to our office for processing of your refund. If no one collects the permit, send it immediately to this office to start the refund process. Failure to return this permit **immediately after your event** may result in the forfeiture of the refund. Once refund process has been initiated, you will receive a Purchase Order via mail that you need to sign and return to Bergen County Treasury. Refund check cannot be issued without this signed Purchase Order. **Refunds take 6-8 weeks after receipt of signed permit to process.** The refund will be sent to name/address on check or money order you submitted with your application.

10).**Rained Out Picnics**– If your outing has been rained out and you wish to reschedule for another date, return original permit; together with a list of alternative dates. If one of those dates is available, a new permit will be issued. If you do not wish to reschedule, return the original permit & request refund of paid fees.

11). **Cancelled Picnics** –With exceptions of "rain outs", refunds for cancellations will be made ONLY upon receipt of TWO (2) WEEKS. PRIOR WRITTEN NOTICE to this office with the return of the original permit. There will be a 10% or $5.00 min. administrative charge deducted from the permit fee on all such cancellations.

12). Any change made to a permit, after it has been booked, is subject to a 10% or $5.00 min. administrative charge. If a change is possible, a new permit will be issued. Please state if you wish to retain original permit if a change is not possible. Charge also applies to request for lost permits.

13). Facilities must be used cooperatively with other permit holders.

14). **Use of fields** is subject to ground & weather conditions. Park supervisor or security guard's word shall be final.

15). Unruly behavior or profane language will be cause for the revocation of this & succeeding permits.

16). **PERMITS ARE NON-TRANSFERABLE.**

Bergen County Parks Department
Picnic Permit Information Sheet

All groups of 10 people or more (adults and children included) must have a permit to picnic. You **must have a permit to** use a Pavilion, even if your group size is under 10 people. (**Check the fee schedule for the correct fees.** Permits are issued starting at 10AM and ending at 6PM (unless an earlier end-time is requested.) You may, however, remain in the park until ½ past sundown.

PLEASE NOTE: AREAS/TABLES ARE NOT HELD. THERFORE, IF YOU ARE PLANNING A LATER START-TIME, YOU MUST HAVE SOMEONE AT THE PARK BY 10AM TO HOLD YOUR SPACE.

Softball field permits are **issued** if/when **available with a picnic permit only** for 2hr limit. (Contact office for information on obtaining a league/baseball team softball permit. It is a different application process. Soccer field permits **are not** issued with a picnic permit. (Contact the office for information on obtaining a soccer permit. Tennis, basketball, bocce, horseshoes, & handball –no permits are issued. In most cases, they are first-come, first-served).

THE APPLICATION

Between March and August, applications must be submitted at least 3 weeks before the earliest date on the application. All other times, applications must be submitted at least 2 weeks before the earliest date.

Make sure you fill out the application completely. If you leave out any necessary information, your application will be returned to you, thereby delaying issuance of a permit. For family permits, please use the address and phone number of the contact person as this is where the permit will be sent. Many times the permits are returned because the contact person does not live at the address given.

Applications take approximately 1wk to process after receipt. The time will increase to 2-3wks during heavy volume season. Apply early enough to allow for this processing time.

PLEASE DO NOT CALL FOR AVAILABILITY. Availability is not given; it is based on what is available when we process your application. You should include at least 4 dates (you can give more). We do not reserve rain dates in advance. (However, you may submit a separate application and payment for a second date if necessary.) We will book you for the first date available, if any, from your list. To increase your chances of getting a permit you may also include alternate parks or alternate areas within a park. Please note, however, if you do designate a particular area(s), we will only check availability in that area(s). You can designate "any availability" as an alternate choice, in which case we will check the whole park.

If none of the choices on your application are available, your application will be returned to you. It is to your benefit to give as many alternates as you can **use**. Please don't put down a date you can't use. You just might get it!

HEADCOUNT

Give the most accurate count of people possible. Include all children and adults who will be attending. Space will be reserved to accommodate this number only.

THE FEES

Check the fee schedule to make sure you are including the correct fees. Take note that there is a separate line for pavilions. You must submit 2 separate checks with the application (or 2 money orders if application is received less than 3wks before date). Again, your application will be returned if the wrong fees are included. If you are requesting a pavilion, with alternate area being a picnic area, you should include 2 sets of checks or money orders: 1 set for the pavilion, 1 set for the picnic area. Based on what is available, we will return the unused set.

If you are applying for a Bergen County rate, payment must be made with checks or money orders showing a Bergen County address. The application address must also be in Bergen County.

DEPOSIT REFUND

The security deposit is refundable after your picnic, provided you have cleaned your area. Garbage must be bagged and placed at a convenient location near roadside for pickup. **Deposit will not be refunded if this is not done.** To obtain this refund you must provide your permit to the security guard at the park, or mail it to our office. Once refund process has been initiated, you will receive a Purchase Order via mail that you need to sign and return to Bergen County Treasury. **Check cannot be issued to you without this signed Purchase Order being returned to the County**. Refunds take 6-8wks after receipt to process. The refund will be sent to the address on the check or money order you submitted with your application. **Please make sure this is your current address.** If not, please provide proof of address, such as a copy of Driver's License or Utility Bill.

BERGEN COUNTY PARKS - PICNIC AREA INFORMATION

Van Saun County Park: 216 Forest and Continental Ave., **Paramus**

6 picnic areas: A (170), B-1 (280), B-2 (280), D (80), E (200), G (30), H (220),
3 Pavilion Areas (all have electricity): C (215), F (215), I (200).
Amenities: Zoo, Carousel, Pony Rides, Playground (handicap accessible), 1 Baseball field (by Permit), 1 Softball field, 1 Soccer Field (by Permit), Tennis Courts, Bike Path, Fishing (w/N.J. fishing license), Model Boating (by Permit).

Saddle River County Park: Consists of five (5) areas:

Wild Duck Pond: 1133 East Ridgewood Ave., **Ridgewood**

2 Picnic Areas: B (138), D; 1 Pavilion Area (electricity): C (270)
Amenities: Playground (handicap accessible), Fishing (w/N.J. fishing license), Model Boating (by Permit), Dog Park, Bike Path.

Glen Rock: Alan Ave., East of Prospect Ave., **Glen Rock**

1 Picnic Area: C (84), 1 Pavilion Area (electricity): D (84)
Amenities: Playground, Fishing (w/N.J. fishing license), Model Boating (by Permit), Tennis Courts (no electricity), Bike Path, Gazebo (w/ electricity).

Dunkerhook: Paramus Rd., Paramus

3 Picnic Areas: A (78), B (72), C (96); 1 Pavilion Area (electricity): D (192)
Amenities: Playground, 3 Tennis Courts (NO electricity), Bike Path.

Rochelle Park: 40 Railroad Ave., **Rochelle Park**

Pavilion Area (electricity): C (174) – *PAVILION RATES APPLY*
Amenities: Playground, Softball Field, 4 Basketball Courts, 2 Tennis Courts (no electricity), Bike Bath, Roller Hockey Rink.

Saddle Brook (Otto C. Pehle Area): 760 Saddle River Rd., **Saddle Brook**

Pavilion Area (electricity): C (192) - *PAVILION RATES APPLY*
Amenities: Playground, Softball Field, Baseball Field (by Permit), Fishing (w/N.J. fishing license), Model Boating (by Permit), Yitzhak Rabin Tree Grove, Bike Path.

Pascack Brook County Park: Emerson Rd., **Westwood**

1 Picnic Area: Picnic A (60), 2 Pavilion Areas (NO electricity): B (120) & C (60) – Near Playground
Amenities: Playground, Baseball Field (by Permit), Softball Field, 2 Basketball Courts (no lights), 2 Tennis Courts (no lights), Fishing (w/N.J. fishing license), Model Boating (by Permit)

Wood Dale County Park: Prospect Ave., **Woodcliff Lake**

Pavilion Area (NO electricity): (180) - *PAVILION RATES APPLY*
Amenities: Playground, 2 Tennis Courts (no lights), Bike Path, Dog Park, Fishing (w/NJ lic.), Model Boat (by Permit)

Wallington (Samuel Nelkin County Park): Rose St. (off Paterson Ave.), **Wallington**

Pavilion Area: (90) – *PAVILION RATES APPLY*
Amenities: Softball Field, Playground, 2 Basketball Courts (no electricity), 2 Tennis Courts (no electricity), Dog Park.

Riverside County Park:

Lyndhurst – North Area – (Joseph A. Carucci, Jr. Park): Riverside Ave., **Lyndhurst**

2 Picnic Areas: A (90), B1 (60), 1 Pavilion Area (electricity): C (150).
Amenities: Softball Field, 2 Tennis Courts (w/ lights), 3 Bocci Courts (no lights), Fitness Area, Dog Park.

North Arlington – South Area: River Road, North Arlington

Pavilion Area (NO electricity): (90) - *PAVILION RATES APPLY*
Amenities: Soccer/Football, Baseball & Softball Fields (by Permit), 5 Tennis Courts (3 w/ lights), Playground.

Darlington County Park: Darlington Ave., **Mahwah**

3 Picnic Reservations – area assigned by Park Personnel on day of picnic.
Amenities: 1 Swimming Lake, Playground, 3 Basketball Courts (no lights), 1 Tennis Courts (no lights), 2 Handball Courts (no lights), 1 Volleyball Court, 1 Fishing Lake (N.J. fishing license required), Day Camp @ Upper Lake.

***Memorial Day - Labor Day (Swim Season), Darlington picnic permits scheduled Monday – Friday are issued by Darlington (201) 327-3500. Saturday picnic permits are issued from Hackensack office (201) 336-7261. Permits are **NOT** issued on Sundays during swim season. For the rest of the year, permits are issued through Hackensack office.*

Note: Numbers in ( ) after picnic and pavilion areas indicate capacities of those areas.

BERGEN COUNTY PARKS - PICNIC AREA INFORMATION

Darlington Fees: In addition to the permit & security deposit, a **per-person fee** is charged at the Darlington Lake during the swimming season (*Memorial Day through Labor Day).*

Note: Numbers in ( ) after picnic and pavilion areas indicate capacities of those areas.

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2016 FEE SCHEDULE

	BERGEN COUNTY PERMIT FEES	NON-BERGEN PERMIT FEES	SECURITY DEPOSIT
PICNIC AREA			
NUMBER IN GROUP			
10-49	$75.00	$125.00	$125.00
50-99	$125.00	$175.00	$175.00
100-149	$175.00	$225.00	$225.00
150-199	$225.00	$275.00	$275.00
PAVILION AREA			
NUMBER IN GROUP			
1-199	$195.00	$275.00	$275.00
LARGE GROUP			
NUMBER IN GROUP			
200 - 999	$1,625.00	$1,625.00	$1,625.00
1,000 - 3,000	$3,500.00	$3,500.00	$3,500.00
3,001 - 5,000	$7,200.00	$7,200.00	$7,200.00
5,001 - 10,000	$15,000.00	$15,000.00	$15,000.00
10,000 and up	$25,000.00	$25,000.00	$25,000.00

FEES ARE SUBJECT TO CHANGE

Please submit permit and deposit fees in **TWO SEPARATE CHECKS** made payable to BERGEN COUNTY DEPARTMENT OF PARKS

NOTE: If applications received less than 3 weeks before picnic date, payment must be made by two separate money orders only.

To qualify for Bergen County rates application must show a Bergen County address and you must submit checks or money orders imprinted with a Bergen County address.

Once a permit is booked, there is an administrative charge of $5.00 or 10% of permit fee (whichever is greater) for any changes or cancellation (at least 2 weeks before picnic) of the permit.

Thank you for your continued interest in the Bergen County Department of Parks

2016

VAN SAUN PARK
INFORMATION SHEET

ZOO:

Open Year-Round (weather permitting) 10 AM – 4:30 PM

Fees: Zoo Admission is charged everyday beginning of May - end of October

Bergen County Resident Fees		Non-Bergen County Resident Fees	
Under 3	Free	Under 3	Free
Child (3-14)	$2.00	Child (3-14)	$5.00
Adults (15-61)	$4.00	Adults (15-61)	$8.00
Seniors (62-up)/Disabled	$1.00	Seniors (62-up)/Disabled	$2.00
Active Military	Free	Active Military	Free

Pony Rides:

Operates April – November (weather permitting)

For additional information, please call (201) 835-0932

Train:

Operates April – October (weather permitting) 10 AM – 5:00 PM

TRAIN IS CLOSED ON MONDAYS

Abbreviated schedule in November. Call number stated bellow for schedule.

Fee: $1.50/child or adult (one time around). Child must be 42" or above to ride alone

Carousel:

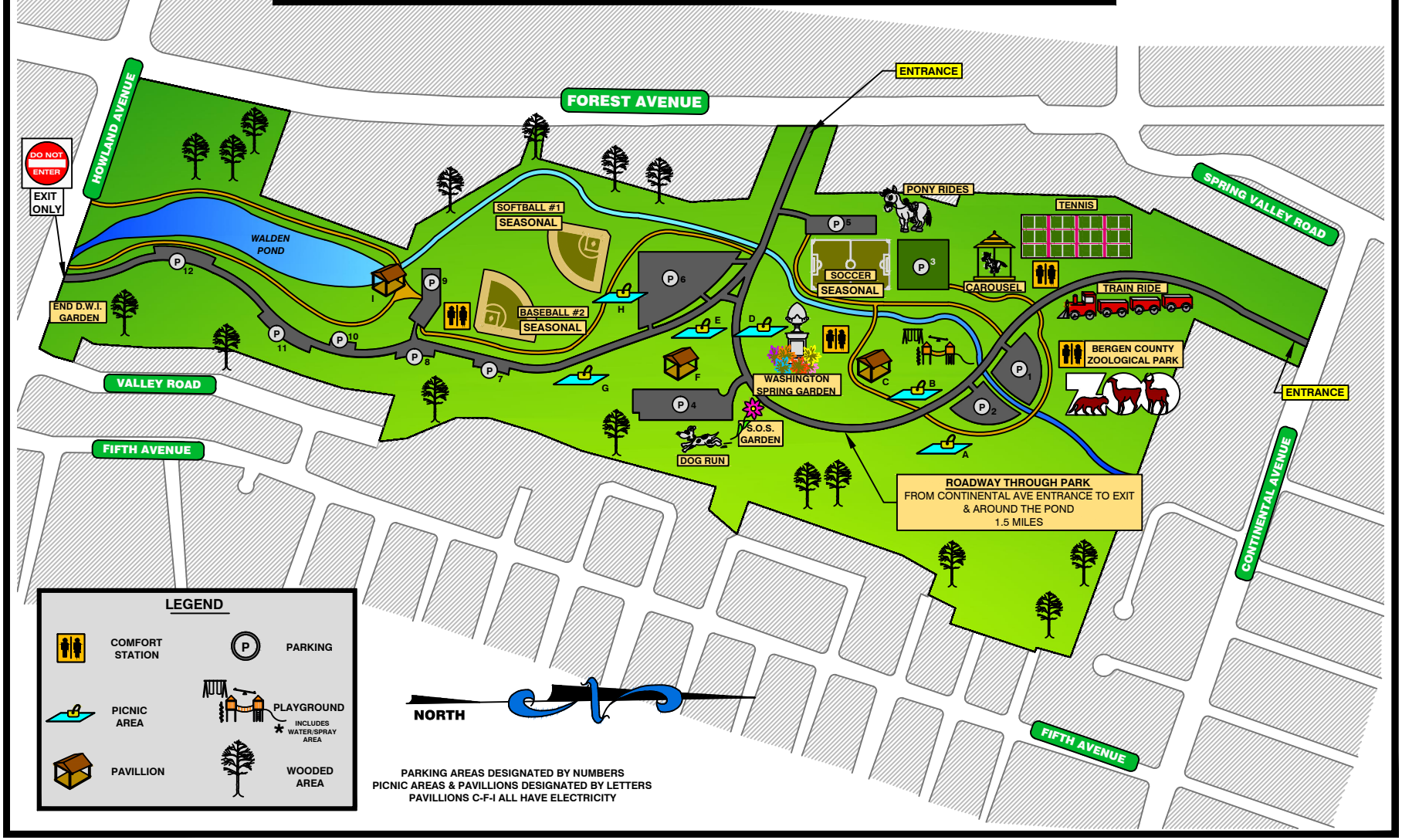
Operates April – October (weather permitting) 10 AM – 5:00 PM

CAROUSEL IS CLOSED TUESDAY UNTIL 1:00 PM

Abbreviated schedule in November. Call number stated bellow for schedule.

Fee: $1.50/child or adult (per ride). Child must be 42" or above to ride alone

For additional information, please call (201) 262-3771 Ext. 110

VAN SAUN COUNTY PARK

216 FOREST AVENUE
PARAMUS, N.J.