

# 2019 SCHOOL PICNIC APPLICATION

+++++ PLEASE NOTE +++++  
PERMITS ARE REQUIRED FOR GROUPS OF 10 OR  
MORE IN ALL PICNIC AREAS AND FOR ALL  
PAVILIONS

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APPLICATIONS MAY TAKE UP TO 3 WEEKS TO  
PROCESS

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PAYMENT MUST BE MADE UPON NOTIFICATION  
THAT APPLICATION HAS BEEN APPROVED

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



**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

**Park Permit Application**  
(For Schools)

**NAME SCHOOL:** \_\_\_\_\_

**SCHOOL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

CITY STATE ZIP CODE

**CONTACT PERSON:** \_\_\_\_\_

**SCHOOL PHONE:** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PURPOSE OF EVENT:** \_\_\_\_\_

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**ARRIVAL TIME:** \_\_\_\_\_ **DEPARTURE TIME:** \_\_\_\_\_ **# OF PEOPLE:** \_\_\_\_\_

Permits are issued from 10am-6pm unless otherwise requested. Tables are not held and someone will need to be at the park by 10am to hold your space.

List in order of preference:

	<b>Park</b>	<b>Area</b>	<b>Date</b>
1			/ / 2019
2			/ / 2019
3			/ / 2019
4			/ / 2019

**MAIL APPLICATION TO:**

Bergen County Department of Parks – ATTN: PERMITS  
One Bergen County Plaza, 4th Floor



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**\*PLEASE REFER TO NEXT PAGE FOR FEES. FEES ARE DUE UPON APPROVAL OF APPLICATION\***

**2019 FEE SCHEDULE**

	<b>BERGEN COUNTY RESIDENT PERMIT FEES</b>	<b>NON-BERGEN COUNTY RESIDENT PERMIT FEES</b>	<b>SECURITY DEPOSIT</b>
<b>NUMBER OF PEOPLE</b>			
<b>PICNIC AREA</b>			
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
<b>PAVILION AREA</b>			
1-199	\$195.00	\$275.00	\$275.00
<b>LARGE GROUP</b>			
200-999	\$1,625.00	\$1,625.00	\$1,625.00
1,000-3,000	\$3,500.00	\$3,500.00	\$3,500.00

1. Fees are due upon approval of application. Fees not received within 10 days of approval may result in cancellation of permit. Fees sent less than three weeks before event must be made by money order.
2. Separate checks or money orders must be submitted for permit fee and security deposit.
3. FEES ARE SUBJECT TO CHANGE
4. 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.
5. Once a permit is booked, there is an administrative fee of 10% of the permit fee (minimum \$5) for changes or cancellations (must be made 2 weeks prior to approved date).



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**PERMIT GUIDELINES**

1. NO ALCOHOLIC BEVERAGES OF ANY KIND IN ANY B.C. PARK!
2. Bring your own grill (Electric and Propane grills are NOT permitted). Charcoal 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. Drench all fires, stir up and drench again before leaving the area.
4. 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.
5. Music must be appropriate for all ages and volume should be kept low and confined to your group's area.
6. The sale of food on County Property is STRICTLY FORBIDDEN.
7. Outside amusement rides, including inflatables, petting zoos and pony rides are not permitted on County property.
8. Permit holders must be present, with a copy of their permit, throughout picnic. County employees may request to see permit to verify that picnic is authorized. Failure to produce permit may result in removal of group from park.
9. Rained Out Picnics– In order to reschedule for another date, return original permit 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 and request a refund.
10. Cancelled Picnics – With the exception of "rain outs", refunds for cancellations will be only be made upon receipt of a written notice at least TWO (2) WEEKS PRIOR to the date for which your permit has been issued. The return of your original permit must accompany your written



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request. A 10% administrative fee (minimum of \$5.00) will be deducted from the permit fee on all such cancellations.

11. Any change made to a permit, after it has been approved, is subject to a 10% administrative fee (minimum of \$5.00). If a requested change is approved, a new permit will be issued. Please state if you wish to retain original permit if a change is not possible. Fees also apply to requests for lost permits.
12. Facilities must be used cooperatively with other permit holders.
13. Use of athletic fields require an Athletic Field Application to be submitted. Additional fees apply.
14. Unruly behavior, profane language, failure to comply with directives from County employees or violation of Park Rules and Regulations, local, state and federal laws will be cause for revocation of permit. The Department of Parks reserves the right to not issue permits to individuals who have previously violated the terms of a permit.
15. PERMITS ARE NON-TRANSFERABLE.
16. 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 hour past sundown.
17. PLEASE NOTE: AREAS/TABLES ARE NOT HELD. THEREFORE, IF YOU ARE PLANNING A LATER START-TIME, YOU MUST HAVE SOMEONE AT THE PARK BY 10AM TO HOLD YOUR SPACE.
18. Softball field permits are issued if/when available with an athletic field permit only for 3hr limit. (Contact office for information on obtaining a league/baseball team softball permit, or a soccer permit. Tennis, basketball, bocce, horseshoes, & handball –no permits are issued. In most cases, they are first-come, first-served).
19. Between March and August, applications must be submitted at least 3 weeks before the earliest date requested. All other times, applications must be submitted at least 2 weeks before the earliest date.



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20. Make sure you fill out the application completely. If you leave out any necessary information, your application will be returned to you, and delay the 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 permits are returned because the contact person does not live at the address given.
21. Applications take approximately 2 weeks to process after receipt. Processing time may increase to 3 weeks during peak volume times. Apply early enough to allow for this processing time.
22. **DO NOT CALL FOR AVAILABILITY.** Availability is on a first come, first served basis based on the order in which applications are received. You should include at least 4 dates on your application (you can give more). Rain dates may not be reserved in advance. 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, if you 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 availability for all areas within the requested park. If none of the choices on your application are available, your application will be returned to you. Please do not request a date that you can’t use.
23. Give the most accurate count of people as possible. Include all children and adults who will be attending. Space will be reserved to accommodate this number only.
24. Please refer to the attached fee schedule for the fees that you will be assessed once your application is approved. Take note that there is a separate line for pavilions. 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.
25. In order to receive a security deposit refund, send permit to this office immediately following your event. Once refund process has been initiated, you will receive a Purchase Order via postal mail that must be signed and return to Bergen County Treasury. Refund checks cannot be issued without a signed Purchase Order. Refunds take 6-8 weeks after receipt of permit to process. Refunds will be sent to name/address on check or money order submitted with application. If this is not your current address, please provide proof of current address, such as a copy of Driver’s License or Utility Bill.



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## **PICNIC AREA INFORMATION**

NUMBERS IN PARENTHESES AFTER PICNIC AND PAVILION AREAS INDICATES CAPACITY OF THAT AREA

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

7 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)

### **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

1 Pavilion Area (NO electricity): (180)

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

1 Pavilion Area: (90)

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.



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**North Arlington – South Area:** River Road, North Arlington

1 Pavilion Area (NO electricity) (90)

Amenities: Soccer/Football, Baseball & Softball Fields (by Permit), 5 Tennis Courts (3 w/ lights), Playground.

**PICNIC AREA INFORMATION**

NUMBERS IN PARENTHESES AFTER PICNIC AND PAVILION AREAS INDICATES CAPACITY OF THAT AREA

**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 lights), Bike Path.

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

1 Pavilion Area (electricity): C (174)

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





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1 Pavilion Area (electricity): C (192)

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Amenities: Playground, Softball Field, Baseball Field (by Permit), Fishing (w/N.J. fishing license), Model Boating (by Permit), Yitzhak Rabin Tree Grove, Bike Path.

**PICNIC AREA INFORMATION**

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

12 Picnic Areas: Ash, Birch, Cedar, Dogwood, Chestnut, Elm, Fir, Holly, Juniper, Oak, Maple, Pine

Up to 3 Picnic Reservations are available per day during Swim Season (Memorial Day – to Labor Day). Area assigned by Park Personnel on day of picnic. In addition to the permit & security deposit, a per-person fee is charged during Swim Season (Memorial Day through Labor Day).

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.



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**VAN SAUN PARK INFORMATION SHEET**

**ZOO**

- Open Year-Round (weather permitting) 10 AM – 4:30 PM
- Fees: Zoo Admission is charged every day from May through October

	<b>Bergen County Resident Fees</b>	<b>Non Bergen County Resident Fees</b>
<b>Under 3</b>	FREE	FREE
<b>Child (3-14)</b>	\$2.00	\$5.00
<b>Adults (15-61)</b>	\$4.00	\$8.00
<b>Seniors (62+)/Disabled</b>	\$1.00	\$2.00
<b>Active Military</b>	FREE	FREE

**PONY RIDES:**

- Operate from April through November (weather permitting)

**TRAIN:**

- Operates April through 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 per person per ride
- Must be 42" or above to ride alone

**CAROUSEL:**

- Operates April through October (weather permitting) 10 AM – 5:00 PM
- CAROUSEL IS CLOSED TUESDAYS UNTIL 1:00 PM
- Abbreviated schedule in November
- Fee: \$1.50 per person per ride
- Must be 42" or above to ride alone

**CALL 201-336-3110 FOR MORE INFORMATION**



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## **INSURANCE REQUIREMENTS**

Prior to issuance of a school picnic permit, the Department of Parks 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](mailto: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 school name, please make sure that you or your agent clearly note your school name so that the certificate can be matched to your school.

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