



**COUNTY OF ESSEX DEPARTMENT OF PARKS,  
RECREATION AND CULTURAL AFFAIRS  
115 CLIFTON AVENUE, NEWARK, NJ 07104  
Phone: (973) 268-3500 Fax: (973) 481-5302**



**PICNIC APPLICATION**

*Joseph N. DiVincenzo, Jr.*  
County Executive

*Daniel K. Salvante*  
Director

Organization Name (if any) \_\_\_\_\_

Contact Person's Name \_\_\_\_\_ Business Tel.# \_\_\_\_\_

Email \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ Home Tel. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Picnic: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ am to \_\_\_\_ pm Participants: \_\_\_\_

**PICNIC SITES      #SITE CAN ACCOMODATE      INDICATE 1-4 CHOICES      BALLFIELD SITE**

<b>Glenfield Park</b>	<b>100</b>	_____	_____
<b>Grover Cleveland Park</b>	<b>100</b>	_____	_____
<b>Eagle Reservation</b>	<b>200</b>	_____	_____
<b>Weequahic Park Elizabeth Ave.</b>	<b>100</b>	_____	_____
<b>Weequahic Park Rt. 22</b>	<b>100</b>	_____	_____
<b>Mayapple Hill North</b>	<b>100</b>	_____	_____
<b>Mayapple Hill South</b>	<b>100</b>	_____	_____
<b>Tulip Springs North</b>	<b>100</b>	_____	_____
<b>Turtle Back Rock</b>	<b>100</b>	_____	_____
<b>Summit Field North</b>	<b>100</b>	_____	_____
<b>Summit Field Middle</b>	<b>100</b>	_____	_____
<b>Summit Field South</b>	<b>100</b>	_____	_____

**DESCRIPTION OF THE EVENT:** \_\_\_\_\_

**UNDER BALLFIELD SITES**

Only the areas indicated have one ballfield. A ballfield may be reserved for a maximum of 3 hours. If you wish to reserve a ballfield, indicate by inserting the time.

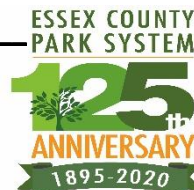
The applicant by his or her signature certifies that: All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal 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: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date Received \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Bank \_\_\_\_\_

*Putting Essex County First*



**PICNIC AGREEMENT**

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I \_\_\_\_\_ have been advised and issued a copy of the Permit Guidelines establishing the rules and regulations for picnics throughout the Essex County Park System.

**PROHIBITED:** All alcoholic beverages and amplified music: DJ's, Boom boxes, car/truck stereo systems, entertainment centers, disc jockeys, etc...

Signature of Organizer: \_\_\_\_\_

**NO PERMIT WILL BE ISSUED UNLESS THIS FORM IS COMPLETED.**

PICNIC PERMIT INFORMATION

PLEASE READ AND RETAIN FOR YOUR RECORDS

Return your application with appropriate fee to:

Essex County Department of Parks, Recreation and Cultural Affairs  
c/o Permit Unit - Picnic Application 115 Clifton Avenue  
Newark, New Jersey 07104 (973) 268-3500

Picnic fee required:

\$ 110.00 per day, 1 - 200 people all ages Depending on site

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

Ballfield fees required: (This fee is in addition to the picnic fee).

\$ 20.00 per day, all ages for 1 block of time (3 hours or any portion of)

Checks or money orders should be payable to:

Essex County Department of Parks, Recreation and Cultural Affairs  
(May abbreviate, Essex County Dept. of Parks)

**IMPORTANT INFORMATION** \* Rain dates will not be scheduled prior to the scheduled picnic date. If your picnic was not held due to rain or inclement weather, another date will be honored PROVIDED the Permit Unit is notified within two working days of the unused permit. If a credit coupon is issued it must be utilized prior to the expiration date.

**ABSOLUTELY NO REFUNDS WILL BE ISSUED ONCE THE PERMIT IS PROCESSED**

Bathrooms may or may not be functioning/restrooms facilities are available from approximately May thru October.

The Permit Unit will not reserve or finalize any dates over the phone unless an application has been submitted with correct funds.

The posting of signs or decorations on trees, light posts or on any County property is not permitted.

Please clean the area of litter before leaving the site.

To contact the Essex County Police, please call (973) 621-8813.

**AMPLIFIED MUSIC IS PROHIBITED I.E., BOOM BOXES, CAR/TRUCK STEREO SYSTEMS, ENTERTAINMENT CENTERS, DISC JOCKEYS ETC.**

**PROHIBITED: ALL ALCOHOLIC BEVERAGES. GLASS CONTAINERS & BOTTLES**

**PLEASE BE ADVISED ANY SPECIAL REQUESTS SUCH AS GENERATORS, INFLATABLE RIDES, ETC., MUST BE SUBMITTED TO THE PARKS DEPARTMENT PERSONNEL FOR APPROVAL. INFLATABLE RIDES ARE NOT PROHIBITED IN GLENFIELD, GROVER CLEVELAND & WEEQUAHIC PARKS.**

## **DIRECTIONS TO PICNIC SITES**

\* **TO 280 FROM NEW YORK** Take Lincoln Tunnel or G.w. Bridge to NJ Turnpike South. Exit 15W onto Rt. 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 - Reservation begins at Northfield Ave. (Reservation is over 3 miles long.)

### **SOUTH MOUNTAIN RESERVATION**

**MAYAPPLE HILL** Follow \* to Northfield Ave., make another right into Mayapple Hill.

**TURTLE BACK ROCK** Follow \* to Northfield Ave., make left onto Northfield. You will pass South Mountain Arena & Turtle Back Zoo. Continue on Northfield & make a right onto Walker Road, then another right into Turtle Back Rock.

**TULIP SPRINGS AND SHADY NOOK** Follow \* Northfield Ave., continue across Northfield (Pleasant Valley Way becomes Cherry Lane). Tulip Springs is the first picnic site on the left and Shady Nook is the second picnic site on the left. [FROM THE **ORANGES** Go west on South Orange Ave., ride through the Reservation and make a right at the traffic light onto Cherry Lane. **SHADY NOOK (1<sup>st</sup>) & TULIP SPRINGS (2<sup>nd</sup>)** are on the right.

**SUMMIT FIELD** From the Oranges take South Orange Ave. west (towards Morristown) to Crest Drive at the beginning of the Reservation. Turn left onto Crest Drive & 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.

[FROM 280 (see \*) continue across Northfield on Cherry Lane to the next traffic light. Turn left onto South Orange Ave. & go across the Reservation & up the hill to Crest Drive on the right at the far end of the Reservation].

**EAGLE ROCK RESERVATION** Take 280 west (see\*) to exit 8 (Prospect Ave.) Follow Prospect to the first traffic light (Pal's Cabin is on left). Turn right onto Eagle Rock Ave. the entrance to the Reservation and picnic area is on your 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 Ave. Go 2 miles to Roseland Ave. Make a right onto Roseland Ave. and go 3/4 mile to Runnymede Road. Make a left turn, the park is on Runnymede Road on the right.

Page 5 (Picnic Application)

Subject: General Permit Guidelines

Guidelines: To provide a mechanism whereby the general public may request specific park areas and facilities within the Essex County Park System for an approved event.

1. All events must be of recreational merit. This will be determined via the approval process. Items sold in the parks must relate specifically to the event.
2. Permit applications are considered on a first come, first serve basis (with exceptions at the discretion of the Parks Director.)
3. An event is not authorized within the park unless a permit has been issued. The permittee must possess the original permit during the event.
4. The permittee shall comply with all laws, park ordinances and regulations of federal, state and municipal authorities that apply to the park.
5. Insurance May Be Required: A certificate of Insurance evidencing general liability insurance of at least \$1,000,000 per occurrence/\$3,000,000 aggregate and naming Essex County as an additional insured. Applicant hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise in connection with the Special Event for which a permit may be granted.
6. Please be reminded that although areas are reserved and permitted, for your use, all county parks are open to the public.
7. Signs or advertisements of the event or program cannot be posted on the premises unless approved by the Parks Director, or authorized representatives.
8. The permittee will not erect structures or additions to the existing structures within the park unless approved by the Parks Director, or authorized representatives.
9. 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.
10. 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 park's electrician at permittee's expense.
11. Permittee is responsible for parking in designated areas only, not on grassy lawns or walkways.
12. The permitted area shall be left in good condition. Permittee is responsible for all damage by its agents, participants and/or spectators.
13. 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 request.
14. During the planning stages of the event the Parks Director or authorized representatives may alter or add conditions as necessary.
15. 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 emergency may find it necessary to cancel, postpone or move the event location.
16. Failure to comply with the Department of Parks regulations or park guidelines may result in cancellation of permit or denial of future permit requests.
17. During specific seasons parks may be closed to vehicular traffic.
18. Prohibited: ALL ALCOHOLIC BEVERAGES, glass containers and bottles.

***Putting Essex County First***