

Bergen County Parks Department Picnic Permit Information Sheet

All groups of 10 people or more (adults & 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 pavilion fee.**)

Permits are issued starting at 10:00AM and ending at 6 PM (unless an earlier end-time is requested.) You may, however, remain in the parks until 1/2 hour past sundown.

PLEASE NOTE: AREAS/TABLES ARE ONLY HELD UNTIL 10:00 AM. THEREFORE, IF YOU ARE PLANNING A LATER START-TIME, YOU MUST HAVE SOMEONE AT THE PARK BY 10:00 AM TO HOLD YOUR SPACE.

Softball field permits are **issued** if/when available **with a picnic permit only** for a two-hour limit. (Contact the office if you want a seasonal softball permit. It is a different application process.)

Soccer field permits **are not** issued with a picnic permit. They are **issued on a seasonal basis only**. (Contact the office.)

Tennis, basketball, bocce, horseshoes, and handball - no permits are issued. In most cases, they are first-come, first-served.

THE APPLICATION

Between March and August, application must be submitted at least 3 weeks before earliest date. All other times, applications must be submitted at least 2 weeks before earliest date – NO EXCEPTIONS !

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.

Applications take approximately 1 week to process after receipt. This time can increase to 2-3 weeks 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 3 dates (you can give more). We **do not** give rain dates. (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 available" 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 may 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 received less than 3 weeks before date**). Again, your application will be returned if the wrong fees are included.

If you are requesting a pavilion, with an alternate area being a picnic area and your group size is under 100, you should include **2 sets** of checks or money orders: 1 set for the pavilion and 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 one in Bergen County.

DEPOSIT REFUND

The cleanup deposit is refundable after your picnic, providing you have cleaned your area. **Garbage must be bagged, tied 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 either turn in the green voucher, sent to you with the permit, to the security guard at the park or mail it to this office. The voucher must be signed and must include a Federal ID # or Social Security # to be processed. If either is missing, it will be returned to you and your refund will be delayed. Refunds may take approximately 6-8 weeks after receipt of your signed voucher. 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.**