

State of New Jersey
Department of Environmental Protection
Division of Parks and Forestry
Special Use Permit
Ringwood Manor Garden Ceremony

Please note that due to the COVID pandemic, additional restrictions are currently in place to manage special events in conjunction with record general visitation. Additionally, we are in the midst of a large construction project. Scaffolding and other construction equipment is present at and around Ringwood Manor. We strongly suggest you visit the site prior to submitting your application.

Permission is hereby granted to:

Name: _____

Address: _____

Phone Number: _____

Event Date: _____

Event Time (see below): _____

Event Location (see reverse): _____

Number of Participants & Guests (max. 50): _____

For Office Use Only

PR#: _____

Check #: _____

CC (last 4): _____

Cash

COVID Plan

Subject to the following terms and conditions:

- Permittee will submit a check for the non-refundable permit fee (New Jersey residents- \$60, Non-NJ residents \$75), payable to "Treasurer, State of New Jersey," along with this application, or pay by credit/debit card over the phone at (973) 962-2240.
- Permittee will submit a COVID plan, detailing steps that will be taken to prevent the spread of the disease during the event, in accordance with state and CDC guidelines.
- Locations are limited to those on the back of the application. Please indicate Area A, B, C, or D above.
- Weekend ceremonies will ONLY be scheduled in the morning and must be clear of the area by noon. Weekday weddings may take place any time during park hours (8 am - 6 pm) but must be clear by park closing (6 pm).
- There are no receptions allowed at Ringwood Manor or on the grounds.
- In the case of inclement weather, you must find an alternate location.
- Group size is limited to a maximum of 50, including participants.
- Permittee must provide, and arrange for the removal of, their own chairs, music, etc. We do not provide electricity. We provide the grounds for the ceremony only. Chairs, signs, and any other items must be removed immediately following the ceremony.
- No tents or canopies are permitted.
- No alcohol, smoking, or vaping is permitted on park grounds.
- Permittee and guests must comply with park traffic and parking regulations. Limos must be parked in a designated spot or spots in Parking Lot A.
- No buses are permitted on weekends. Weekday buses require a reservation.
- If, in the opinion of the park superintendent, park staff is required to be involved for cleanup, traffic, or other issues arising from the event, staff costs will be assessed at the rate of \$60.00 per hour per worker and billed to the permittee.
- This permit grants no privileges other than what is specifically mentioned herein. The superintendent or sergeant may revoke or modify this permit if, in his/her judgment, such action will be best to serve the interests of the State of New Jersey.

I have read and agree to the above listed terms and conditions.

Permittee signature: _____

Date: _____

Approved by: _____

Date: _____



(A) Tiered Gardens

- Parking in Lot A

(B) Piazza Field

- Parking in Lot A
- View of Sally's Pond, historic gates

(C) Mill Pond Field Dam

- Parking near Carriage Barn or Lot A
- View of waterfall (dependent on stream levels), Ringwood Brook

(D) Blacksmith Shop Field

- Parking near Carriage Barn or in Lot A
- View of Sally's Pond, Ringwood Brook, historic Blacksmith Shop