



**Park Office: 8AM-4PM**    **Phone: (201) 915-3400, Ext.101**  
**200 Morris Pesin Drive**    **Fax: (201) 915-3408**  
**Jersey City, NJ 07305**    **E-mail: LibertyStatePark@dep.nj.gov**

## Liberty State Park

## Picnic Pavilion - Information Sheet

**Pavilion GPS Location:** 5 Theodore Conrad Drive, Jersey City, NJ 07305  
**Pavilion Hours:** 9 AM to 9 PM  
**Available:** April 1st to October 31st

### Pavilion Site A:

NJ Resident: \$200  
 Non-NJ Resident: \$250    *(50% cancellation fee)*

**Maximum Capacity:** 120 people  
**Charcoal grills:** Three (3) large grills (28" x 36")  
 One (1) medium ADA-accessible grill (15" x 20")  
**Picnic tables:** Fifteen (15) 8-ft picnic tables

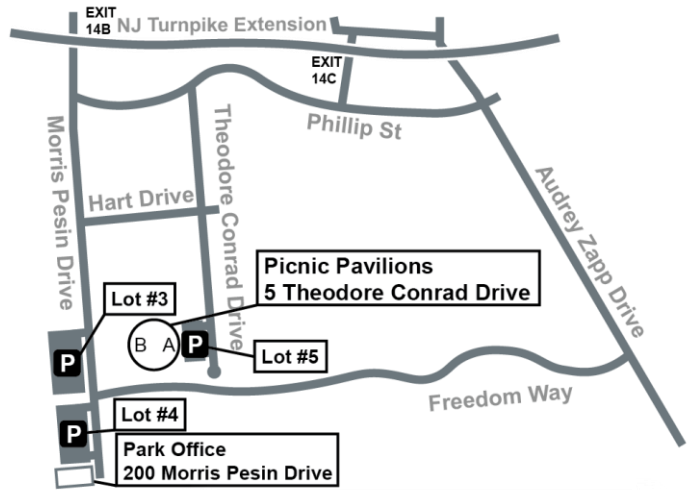
### Pavilion Site B:

NJ Resident: \$150  
 Non-NJ Resident: \$200    *(50% cancellation fee)*

**Maximum Capacity:** 80 people  
**Charcoal grills:** One (1) large grill (28" x 36")  
 One (1) medium ADA-accessible grill (15" x 20")  
**Picnic tables:** Eight (8) 8-ft picnic tables

### General Description:

The Picnic Pavilions are available for rent from April 1<sup>st</sup> to October 31<sup>st</sup> (excluding July 4<sup>th</sup>). Each picnic pavilion comes with charcoal grills, 8-ft picnic tables, standard 110v electrical outlets, and access to open lawn space. There are restroom facilities and a parking lot for eighty-eight (88) regular and four (4) ADA-accessible parking spaces directly adjacent to the pavilions.



**IMPORTANT: Applicant / Permittee must check in at the Park Office, located at 200 Morris Pesin Dr., prior to setup to validate the reservation. Check-in must take place before 3 PM.**

### General Rules:

1. No alcohol.
2. No solicitation.
3. No food vendors.
4. No balloons, stages, tents, additional tables, animal entertainment, inflatables (e.g., bouncy houses), dunk tanks or other similar amusements or rides.
5. No additional grills, propane, generators.
6. No DJs or live music. Radios must be kept to a minimum volume. Do not disturb other park patrons.
7. No vehicular access to picnic sites. Applicant and all guests must use designated loading zones. All vehicles must park in designated parking spaces.
8. No events in the parking lot.
9. No nails, staples, glue, or tape may be used to hang signage or decorations.
10. No markings of any kind, incl. but not limited to chalk and paint, shall be applied to roads, paths, walkways, trees, buildings, furniture, or other structures.
11. Rental use is for the day. Setup and breakdown must take place on the rented date between 9AM and 9PM.
12. All signage, decorations and banners must be removed after the event.
13. Hot coal must be placed in designated receptacles.
14. All trash or waste must be placed in dumpsters, located in the parking lot. Trash bags are available upon request at the Park Office.
15. Rented space must be returned to the condition that it was found upon arrival. Labor fees will be assessed for any post-event maintenance that is required, including tables being moved. Permittee will be billed \$60/hour per person, in addition to potential fines from NJ State Park Police.
16. Applicant must be 18 years or older.
17. Applicant may only utilize one picnic site. Picnic sites shall not be combined.
18. Wedding receptions/ceremonies are not permitted in the park.
19. *Ticketed events, concerts, organized sporting events, fundraisers, walkathons, car shows, rental of both pavilions and similar events require a Special Use Permit.* For information regarding Special Use Permits, please contact the park's Special Use Permitting Department – Phone: 201-915-3400, Ext.104 Email: libertystateparkpermits@dep.nj.gov.



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Liberty State Park

Picnic Pavilion – Application  
 Receipt PRH# \_\_\_\_\_

**Pavilion Site A: (not to exceed 120 people)**

**Pavilion Site B: (not to exceed 80 people)**

NJ Resident \$200 (50% cancellation fee)

NJ Resident \$150 (50% cancellation fee)

Non-NJ Resident \$250 (50% cancellation fee)

Non-NJ Resident \$200 (50% cancellation fee)

**Rentals are available from April 1<sup>st</sup> – Oct. 31<sup>st</sup> (excluding July 4th). You may apply for rental of pavilions beginning in January of the same year. Rentals are considered valid rain or shine. Check payments must be made payable to "Treasurer, State of NJ."**

Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
*(Legible copy of license must be attached to application)*

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Picnic: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_  
*(Not to exceed the site's maximum capacity) (No weddings, fundraisers, ticketed events, walkathons or car shows)*

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**General Rules:**

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2. No solicitation.
3. No food vendors.
4. No balloons, stages, tents, additional tables, animal entertainment, inflatables (e.g., bouncy houses), dunk tanks or other similar amusements or rides.
5. No additional grills, propane, generators.
6. No DJs or live music. Radios must be kept to a minimum volume. Do not disturb other park patrons.
7. No vehicular access to picnic sites. Applicant and all guests must use designated loading zones. All vehicles must park in designated parking spots.
8. No events in parking the lot.
9. No nails, staples, glue, or tape may be used to hang signage or decorations.
10. No markings of any kind, incl. but not limited to chalk and paint, shall be applied to roads, paths, walkways, trees, buildings, furniture, or other structures.
11. Rental use is for the day. Setup and breakdown must take place on the rented date between 9AM and 9PM.
12. All signage, decorations and banners must be removed after the event.
13. Hot coal must be placed in designated receptacles.
14. All trash, litter and other waste must be placed in dumpsters, located in the parking lot. Trash bags are available upon request at the Park Office.
15. Rented space must be returned to the condition that it was found upon arrival. Labor fees will be assessed for any post-event maintenance that is required, including tables being moved. Permittee will be billed \$60/hour per person, in addition to potential fines from NJ State Park Police.
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19. *Ticketed events, concerts, organized sporting events, fundraisers, walkathons, car shows, rental of both pavilions and similar events require a Special Use Permit.* For information regarding Special Use Permits, please contact the park's Special Use Permitting Department - Phone: 201-915-4300, Ext.104 Email: libertystateparkpermits@dep.nj.gov.

**The applicant by his or her signature certifies that:**

1) All the information given is correct. 2) All rules and regulations governing the use at Liberty State Park under N.J.A.C. 7:2 ([www.nj.gov/dep/rules/rules/njac7\\_2.pdf](http://www.nj.gov/dep/rules/rules/njac7_2.pdf)) are understood and will be fully complied with by the applicant and their group or organization. 3) If the applicant or any member of the group is found to have violated any rules, Liberty State Park reserves the right to revoke the reservation without refund, and the applicant may be subject to penalties including but not limited to fines and eviction. 4) Applicant is aware that information provided on this application may be subject to review and inspection under the Open Public Records Act N.J.S.A 47:1A-1 ([www.state.nj.us/grc/pdf/act.pdf](http://www.state.nj.us/grc/pdf/act.pdf)).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CANCELLATIONS / REFUND REQUESTS**

*(A 50% cancellation fee will apply to any cancellations. No refunds will be issued for any rentals canceled with less than 24-hour's notice. Cash and check payments must be refunded by check. Processing times for check refunds may take 4-6 weeks minimum.)*

Date of Cancellation: \_\_\_\_\_ Name of Person Requesting Cancellation: \_\_\_\_\_

Date of Refund Issued: \_\_\_\_\_ Refund Method: Credit Card  Check Request

PRH #: \_\_\_\_\_ Employee processing refund: \_\_\_\_\_ Reason for cancellation: \_\_\_\_\_



# State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STATE PARKS, FORESTS, & HISTORIC SITES  
LIBERTY STATE PARK  
200 Morris Pesin Drive  
Jersey City, New Jersey 07305  
TEL. (201) 915-3400 FAX (201) 915-3408  
LibertyStatePark.nj.gov

## Credit Card Authorization Form

**Please note that all fields on this form must be completed. Failure to do so will result in the form being returned to you and may delay the processing of your request.**

NAME ON CREDIT CARD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

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

Credit Card Type (select one): Visa  Mastercard  Discover  AMEX

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

I hereby authorize the State of New Jersey, Liberty State Park to charge the above referenced credit card, the amount of \$\_\_\_\_\_.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the completed form to your contact at the Liberty State Park Office. Once the sale has been processed, you will receive an electronic receipt at the email address listed above.

**Any questions regarding the completion of this authorization form should be directed to the Park Superintendent's Office at (201) 915-3400.**

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### Internal Use Only

Date Processed: \_\_\_\_\_ PRH#: \_\_\_\_\_ Type of Permit: \_\_\_\_\_

Permit #: \_\_\_\_\_ Staff Signature: \_\_\_\_\_