

State of New Jersey
Department of Environmental Protection
State Park Service
Special Use Permit
Ringwood Manor Garden Ceremony

We anticipate a large exterior renovation project to take place beginning in Spring of 2024. Scaffolding and other construction equipment may be 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: _____

Email: _____

Event Date: _____

Event Start/End Times: _____

Event Location: _____

Number of Participants & Guests (max. 100): _____

For Office Use Only

PR#: _____

NJ, \$60

Non-NJ, \$75

Check #: _____

CC (last 4): _____

Cash

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.
- Please specify your desired location above. Locations may be limited by the size of the event. Events will not be permitted at the front of Ringwood Manor, or in locations where they will block walkways or otherwise impede the flow of visitors through the site.
- Permit grants access to the grounds for a ceremony only. There are no receptions allowed at Ringwood Manor.
- In the case of inclement weather, you are responsible for finding an alternate location, if needed. There are no indoor or covered event spaces in the Ringwood Manor section of the park.
- Group size is limited to a maximum of 100, including participants.
- Permittee must provide, and arrange for the removal of, their own chairs, music, etc. within the allotted event timeframe. We do not provide electricity. Chairs, signs, and any other items must be removed immediately following the ceremony.
- Permittee is responsible for ensuring the event area is clean prior to their departure.
- Confetti, flower petals (real or fake), and other items that cannot be easily removed at the end of the event are not permitted.
- 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, site restoration, 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: _____