

In order to apply for a Special Use Permit, please complete the following application and return it via email to [specialusepermits@dep.nj.gov](mailto:specialusepermits@dep.nj.gov). The appropriate Park office will then contact you regarding submission of the non-refundable application fee. If applying for an event at Liberty State Park, please send the completed application directly to [libertystateparkpermits@dep.nj.gov](mailto:libertystateparkpermits@dep.nj.gov). Note: An event is not approved until a final permit is issued and signed by all parties; additional fees may be required to obtain final approval.

**Application Fee: (Please check the box that applies)**

New Jersey Commercial \$150.00       Out-of-State Commercial \$200.00   
 New Jersey Non-Commercial \$60.00       Out-of-State Non-Commercial \$75.00

APPLICANT NAME: \_\_\_\_\_ CLIENT NAME: \_\_\_\_\_

COMPANY / ORGANIZATION: \_\_\_\_\_ COMPANY / ORGANIZATION WEBSITE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_

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

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

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

**In the space below, please provide a detailed description of your proposal, including any NJ State Park Service Code Waiver requests for generally prohibited activities, including but not limited to alcohol sale/distribution, UAV operation, and discharging fireworks. Attach separate page(s) if needed.**

LIST PREFERRED DATE(S) AND TIME(S) OF EVENT AND ANY SETUP AND/OR BREAKDOWN DAYS REQUIRED (Park will confirm date based on availability)

1. \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)      2. \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)      3. \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

PROPOSED LOCATION OF EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ ESTIMATED VEHICLES: \_\_\_\_\_

ARE YOU FAMILIAR WITH THE SITE REQUESTED? Yes  No

WILL THERE BE AN ADMISSION FEE FOR THE EVENT? Yes  No

WILL YOU HAVE A PRODUCTION / SPECIAL EVENT COMPANY? Yes  No

DOES YOUR SPECIAL EVENT INCLUDE PHOTOGRAPHY? Yes  No

DOES YOUR EVENT INCLUDE A BOAT DOCKING? Yes  No

NAME OF BOAT: \_\_\_\_\_ LENGTH: \_\_\_\_\_ DRAFT: \_\_\_\_\_

The applicant by his or her signature certifies that: 1. All the information given is correct. Giving false information will result in the denial or revocation of a permit. 2. All rules and regulations listed under NJ State Park Service Code N.J.A.C. 7:2 ([https://www.nj.gov/dep/rules/rules/njac7\\_2.pdf](https://www.nj.gov/dep/rules/rules/njac7_2.pdf)) governing the use of State Park property and facilities are understood and will be fully complied with by the applicant. 3. The applicant, while using the facilities made available by the State of New Jersey, will not discriminate on the basis of race, color, religion, sex, national origin, age or disability. 4. Applicant has reviewed the Special Use Permit Guidelines and agrees to provide a Certificate of Insurance meeting or exceeding the minimum requirements detailed in Section C. 5. 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))).

NAME OF APPLICANT: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_



New Jersey Department of Environmental Protection, State Parks, Forests and Historic Sites



Internal Use Only: **PERMIT#** \_\_\_\_\_

updated 12/5/2022