



The Thielke Arboretum of Glen Rock

460 Doremus Avenue Glen Rock, NJ 07452

www.glenrockarboretum.org

Reservation Form

A permit is required for groups of 10 or more, and for *all commercial use* of the property. Please refer to our website, www.glenrockarboretum.org for additional information.

To obtain a permit: Complete this form and return it to:

Glen Rock Arboretum, PO Box 34, Glen Rock, NJ 07452-0034

Upon receipt of this completed form, Paid Fee (if applicable) & Insurance Certificates (if needed), we will review the schedule and respond within 2 weeks. Your reservation is confirmed when you receive an Arboretum Use Permit.

Refer to the **NOTES** section for details on Fees, Insurance, Availability & Refunds.

1. Date of Visit 1st Choice _____ 2nd Choice _____
(also use as Rain Date)

2. Time & Duration _____

3. Responsible Supervisor Name & Phone: _____

4. Name of the Group _____

5. Group Mailing Address _____

6. Purpose of Visit _____

7. # of Participants _____ 8. # of Chaperones _____

9. Comments _____

10. Signature Your signature below indicates understanding & consent to the following:

- The Borough of Glen Rock, and the Friends of the Arboretum are not liable for injury or accidents on the property
- We reserve the right to deny use of the property or cancel use authorization if needed
- You have read & understand the Reservation NOTES, and will abide the Rules & Regulations

Signature _____

Date _____

Arboretum Reservation NOTES

FEES: These fees help pay for the maintenance of the facilities.
Clean-up after an event is your responsibility.

School Groups

Bergen County	Fee Waived	Pre-K / Private	\$25
Pre-K / Public	Fee Waived	Out of County & Private	\$25

Scout Groups*

10 or more	\$25
9 or less	Fee Waived

* Siblings & other attending minors must be included in the total count

Commercial Photography: \$50

All photography to be used for commercial purposes. This includes Wedding Parties, Portrait Sessions, Product and Advertising Photography, Class & Team Photos.

Miscellaneous:

Groups of 10-25	\$50
Groups over 25	\$50 + 5 per person over 25
Size Limits:	100 Seated or 150 Standing

PAYMENT: Mail Check payable to *Friends of the Arboretum* with completed form to
The Thielke Arboretum in Glen Rock, PO Box 34, Glen Rock, NJ 07452

CANCELLATION / REFUNDS / RESCHEDULING:

The Arboretum Use Permit provides a contact name & phone number. If issues arise, please call, or contact us through the website. Refunds are guaranteed only if the program is cancelled 2 weeks prior to the event. Refunds are not made for inclement weather.

RULES & REGULATIONS

- Weddings: Rice, Confetti, and Bubbles harm the environment – use Bird Seed
- Weddings: If glasses are to be broken – be sure they are wrapped
- Structures: A ceremonial Huppa is acceptable, other structures are not.
- No Alcoholic Beverages are allowed on the property at any time
- Groups of 10 or more must have an Arboretum Use Permit
- One supervising adult must accompany every 9 children (12 & under) in a group
- No radios or televisions are permitted
- Do not move picnic tables or trash receptacles
- Fires or barbeques are not permitted
- Please leave all plants, rocks, etc. as you found them
- No parking or Auto traffic is allowed on the grounds
- Please clean up all trash – there is no maintenance staff

Thank You for your support of The Thielke Arboretum in Glen Rock!