



## Division of Parks and Forestry State Park Service



### BUS RESERVATION APPLICATION

It is recommended that bus reservation requests be made at least ten (10) days in advance, but not less than five (5) days. At the time of arrival, you **MUST** present, your confirmed application, two (2) completed copies of our manifest and final payment. The bus and driver of each bus must remain in the park during your visit, **no exceptions**. **Reservation is not confirmed until you receive a signed confirmation from our office.**

**Fees are \$65 for in-state bus group(s) and \$120 for out-of-state bus group(s). Bus reservation fees are determined by group's address. Extra vehicles (with group) will pay a \$5 parking fee for NJ residents/\$10 parking fee for out-of-state residents upon arrival. The parking fee is determined by the license plate of the vehicle. All applicants need to submit a \$25 reservation fee per bus at the time of registration to hold the bus reservation. The reservation fee will be applied to final payment and is non-refundable if the reservation is cancelled. Rescheduling is permitted permitting availability, please call in advance.**

**Buses are not permitted weekends or holidays**  
**Bus reservations may not be accepted after August 15<sup>th</sup>**

Name of the park you would like to make a bus reservation: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Group Leader: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Group Name: \_\_\_\_\_

Full Address w/ zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

# of Buses: \_\_\_\_\_ # of Cars: \_\_\_\_\_

Arrival (**earliest time of arrival 10 a.m.**): \_\_\_\_\_ Departure (**by 3 p.m., no exceptions**): \_\_\_\_\_

Total # of Supervisors (age 18 or older): \_\_\_\_\_ Total # of Children: \_\_\_\_\_

Age Group of Children: \_\_\_\_\_ Interested in Food Concession: Yes \_\_\_ No \_\_\_

**By signing this application, you are stating that you have read the attached rules and regulations. The application must be filled out entirely in order for a confirmation to be issued. It is your responsibility to make sure that everyone in your group is made aware of the rules and regulations and abides by them.**

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

**Payment method for non-refundable reservation fee:**

Cash or Checks made payable to "Treasurer, State of New Jersey".

Visa/Master Card/Discover credit cards are accepted.

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_/\_\_\_\_(mo/yr).

**By providing Credit Card information, you are authorizing reservation fee charges on your credit card.**

<b>OFFICE USE ONLY: CONFIRMATION OF RESERVATION</b>	
Approved Arrival Date: _____	
Total Reservation \$ _____	minus Reservation Fee \$ _____ (\$25/bus- paid ca/ck/cc on ____/____/____) =
<b>Fee due on arrival \$ _____</b>	
Approved By: _____	Faxed /Mailed: _____