BOROUGH OF EMERSON

PROCEDURE FOR HOLDING A BLOCK PARTY AND STREET CLOSING

1. Submit a written request specifying the following:

   (a) **Type** of event to be held
   (b) **Date** and **time** of the event (specify a rain date, if applicable)
   (c) **Place** of event
   (d) Name, address and telephone number of applicant.

2. Include a map of the area with the requested road close-off clearly marked.

3. Complete the "PROPERTY OWNER/RENTER INFORMATION" form.
   Note: If block and lot numbers are not known, please contact the Tax Office (201-262-2380 x. 204) for this information.

4. Complete the enclosed Hold Harmless agreement and submit with the above documentation.

5. Include a check in the amount of $10.00 payable to the Borough of Emerson.

6. Please be advised that open fires are not permitted on Borough Property pursuant to N.J.A.C. 5:70-3.2 (a)4, F-403.2, N.J.A.C. 5:70-2.7(4) iv.(4) and N.J.A.C. 5:70-2.9(c)2.

Please submit the requested information at least thirty days (30) prior to the event to:

Borough of Emerson
Carol Dray, Municipal Clerk
1 Municipal Place
Emerson, NJ 07630

For additional information, please contact Ms. Dray at 201-262-2380.

HOLD HARMLESS AGREEMENT
(to be signed by applicants for block parties/street closings)

BETWEEN THE MUNICIPALITY OF

_____

AND

_____
Name of Applicant

_____
Address of the Applicant

_____
Telephone Number of Applicant

In consideration of the use of _____, on the following dates: _____for the purpose of _____, the undersigned agrees to indemnify and hold the Municipality of _____ and its officers, agents and employees harmless from any and all liability, claims, costs, and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the municipality of _____ _____ is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing by municipality of the _____ I agree to furnish a Certificate of Insurance specifically naming the municipality of _____ _____ as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than $_____. In order to induce the municipality of _____ _____ to accept this Hold Harmless Agreement, the following information

concerning the intended use of the premises is furnished:

a. Total number of person anticipated is _____.

b. Other _____

This Agreement shall remain in full force and effect for any continued, additional, or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to, or if the municipality determines that a situation that might lead to personal injury, property damage, or violation of law exists.

Signed this _____ day of _____, 20__ as

The binding act in deed of _____
Name of Applicant

_____
Authorized Signature

_____ _____
WITNESS Print Name

BOROUGH OF EMERSON
SPECIAL EVENT PROPERTY OWNER/RENTER INFORMATION

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR ALL PROPERTIES AFFECTED BY THE EVENT

Printed Full Name of Property Owner or Renter	Signature of Property Owner or Renter	Block	Lot	Address	Approve/ Disapprove

I, _____, hereby affirm that the above signatures represent all residents (owners and/or renters)
Signature of Applicant
residing on streets which are to be closed off at the upcoming event. Dated: _____

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Block Party Property Info