

**INSURANCE INFORMATION**

The use of Borough of Emerson properties by the aforementioned organization is contingent on a Certificate of Insurance on file prior to the date of the facility use to:

**Office of the Municipal Clerk  
Emerson Borough Hall  
Municipal Place  
Emerson, NJ 07630**

The Certificate must indicate the following:

- 1. Minimum protection limits of \$500,000/\$1,000,000 bodily injury liability
- 2. \$500,000/\$1,000,000 property damage liability
- 3. Must contain the following statement, which may not be modified in any way:

\_\_\_\_\_covenants and agrees to save and hold harmless the Borough of Emerson, their agents, employees and administrators from any and all liability arising out of the use of said premises or property.”

Unless waived in writing by the Borough of Emerson, I agree to furnish a Certificate of Insurance specifically naming the Borough of Emerson as an additional insured providing general liability, bodily injury and property damage coverage.

Coverage with minimum limits of liability not less than **\$500,000** combined single limit.

Said certificate shall state that “the issuing company shall mail 30 days’ written notice to the certificate holder named; certified mail return receipt.” It shall also contain a statement acknowledging this Hold Harmless Agreement. No exceptions or limitations will be accepted.

Waiver of Insurance Certificate approved by the Mayor and Council”

Yes  Date: \_\_\_\_\_

No

Reason:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Individual/Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Witness

**NOTE: DUPLICATE COPY TO  
BE RETAINED BY THE  
EMERSON RECREATION COMMISSION**

**Additional Required Documentation:  
Insurance Certificate  
Hold Harmless Agreement  
Roster**

**BOROUGH OF EMERSON  
COUNTY OF BERGEN, NJ 07630**

**APPLICATION FOR THE USE OF EMERSON BOROUGH FACILITIES  
\$25.00 NON-REFUNDABLE FILING FEE**

Name of Organization: \_\_\_\_\_

Facility Requested: Major Field  Babes Field  Soccer Field

Other (specify): \_\_\_\_\_

|                |                   |
|----------------|-------------------|
| Date(s) _____  | Hours _____       |
| Date(s) _____  | Hours _____       |
| Date(s): _____ | Hours: From _____ |

**RESPONSIBLE PARTY (21 YRS. OF AGE OR OLDER) WHO WILL BE PRESENT AND IN CHARGE AT EVENT INFORMATION: (MUST BE COMPLETED)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email address \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

I am a resident of \_\_\_\_\_ and represent \_\_\_\_\_  
(MUNICIPALITY) (ORGANIZATION)  
in the capacity of \_\_\_\_\_  
(OFFICE AND/OR TITLE)

|  |                |
|--|----------------|
| <b>FEES:</b>   |                |
| Day time-Field (maximum game time 2.5 hrs.)  | <b>\$60.00</b> |
| Night time-Field (maximum game time 2.5 hrs.)  | <b>\$95.00</b> |
| No game shall START before 8:00 AM or AFTER 7:30 PM<br>(Ord. No. 785: All Parks close at 10:00 PM) |                |
| # _____ Games x \$60.00 = Total Fee: _____   | <b>N/C</b>     |
| # _____ Games x \$95.00 = Total Fee: _____   |                |

WILL PUBLIC BE ADMITTED? Y  N  ESTIMATED ATTENDANCE: \_\_\_\_\_

SERVICES NEED: POLICE  DPW  FIRE  CUSTODIAN  RECREATION

I HEREBY AGREE TO OBSERVE AND COMPLY WITH ALL RULES AND REGULATIONS OF THE BOROUGH OF EMERSON GOVERNING THE USE OF BOROUGH PROPERTY AND TO BE RESPONSIBLE AND ACCOUNTABLE FOR ANY DAMAGES TO THE GROUNDS, FIELDS, BUILDINGS, FURNITURE, OR SERVICE EQUIPMENT. I FURTHER AGREE TO PAY IN ADVANCE ALL REQUIRED RENTAL FEES AND CHARGES FOR FACILITIES AND SERVICES AS DESCRIBED IN ACCORDANCE WITH BOROUGH POLICY.

SIGNATURE: \_\_\_\_\_

**VENDOR HOLD HARMLESS AGREEMENT  
&  
INSURANCE REQUIREMENTS**

For use when vendor is supplying goods or services for borough events or on borough property

For and in consideration of \_\_\_\_\_  
herein referred to as the vendor, supplying the following goods and/or services

\_\_\_\_\_

for \_\_\_\_\_

on the following dates or time periods \_\_\_\_\_

**The undersigned agrees to indemnify and hold harmless the Borough of Emerson, its officials, agents, and employees or volunteer workers harmless** from any and all injuries, damages, liability, claims, costs and attorneys fees arising out of the vendors use of said premises or property or the furnishing of the vendors goods and services referenced above and including any losses or damages arising from any acts or omissions of the undersigned vendor and/or any agent, employee, servant or volunteer worker, of said vendor or any other person acting on the vendors behalf.

This Agreement shall remain in full force and effect for any continued, additional, or postponed date(s) for which the vendor will be supplying goods or services at the event or upon the Borough of Emerson's property as indicated herein.

The Borough of Emerson reserves the right to cancel or interrupt the use of the property or the vendors' activities if the representations set forth herein and on application, or guidelines for use of said property or rendering of goods and services are not adhered to, or if the Borough determines that a situation might lead to personal injury, property damage, or violation of law exists.

**Name of Individual or Company**

\_\_\_\_\_

**Type of Organization: (circle one) Individual, LLC  
partnership, Non-profit, Corporation, Other**

**Position:**

**Address (not P. O. Box)**

**Authorized Signature**

**Telephone #:**

**Date**

X \_\_\_\_\_

## Insurance Requirements

The vendor's permission to use the Borough of Emerson's property, or to furnish goods or services upon the same for the events or time periods as indicated, is contingent on a certificate of insurance as required herein being on file in the office of Borough Clerk, Borough of Emerson, New Jersey – seven work days PRIOR to the date of use, or as required in the guidelines for use of the property, if longer.

1. The Certificate of Insurance must indicate the following MINIMUM limits:
  - a. \$1,000,000 CSL, General liability covering all operations and Products of the vendor.
  - b. Workers compensation covering all employees of vendor, (if any) Y\_\_\_ N \_\_\_
  - c. \$1,000,000 Auto liability covering all own, non-owned and hired autos of said vendor (if any will be used) Y \_\_\_ N \_\_\_
  - d. \$1,000,000 Liquor Law Legal liability (if any will be allowed) Y \_\_\_ N \_\_\_

Note: The Borough may require higher liability limits and/or other coverage upon review of the application, i.e. nature of activities planned, number of persons attending, any proposed entertainment, amusements, the serving of liquor (if permitted) or any other reason it deems necessary.

Said insurance certificate listed in a, b and d above **shall name the Borough of Emerson, its officials, agents and employees as an additional insured.**