

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 (201-262-0686 ext. 1204) 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
Borough Clerk's Office
1 Municipal Place
Emerson, NJ 07630

For additional information, please contact the Borough Clerk's office at 201-262-6086 option #9.

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

