

**Mahwah Day Participant Form  
(Non Profit)**

**23rd Annual Mahwah Day  
Saturday, September 23, 2017**

**Organization Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Contact Name & Title:** \_\_\_\_\_

**Phone:**(Day)\_\_\_\_\_ (cell)\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

(We will be doing most of our communication via e-mail. Please be sure to fill out your address.)

Please give the general category of your participation (food booth, game booth, etc.). If you do not have specifics now, fill out the top portion of the form and update it later as more information becomes available. If water or electricity is needed, or you require something special, please state and be sure to speak to a committee member at the meeting. Tables, chairs and tents are not provided. All participants must remain set up until 5pm.

**Will you participate in the parade? YES / NO. As marchers, banner or float?** You will be contacted by Deb Burns, parade coordinator, prior to the event.

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**Please return to: Twp. of Mahwah Recreation Department 475 Corporate Drive,  
Mahwah, NJ 07430 Attention: Dennis Burns**

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**Application Deadline: September 5<sup>th</sup>. Completed application, hold harmless form and insurance certificate must be received by this date. Any applications received after this date cannot be guaranteed space on the field.**

**In order for your group to participate in Mahwah Day, the following information must be provided:**

- 1. Participant Form (Included in packet)**
- 2. Hold Harmless Agreement with original signatures (Included in packet)**
- 3. Certificate of Insurance- This document is obtained from your insurance company.**

**The Certificate of Insurance must have the following wording:**

**Certificate Holder: Township of Mahwah  
475 Corporate Drive  
Mahwah, NJ 07430**

**Description of Operations: Evidence of insurance for participation in Mahwah Day 2017. Township of Mahwah is additional insured. Hold Harmless agreement in favor of certificate holder is acknowledged.**

**Policy Expiration Date: Must be dated after September 23, 2017.**

**Please note: If your group is under the umbrella of the Township, (Fire Dept., Ambulance Corp., Historic Preservation, Environmental Commission, etc.) or under the umbrella of the Mahwah Board of Education, you do not need to send in the insurance and hold harmless agreements. I have that information on file.**

**All forms should be mailed to:**

**Township of Mahwah  
Recreation Department  
475 Corporate Drive  
Mahwah, NJ 07430**

**HOLD HARMLESS AGREEMENT**

BETWEEN THE TOWNSHIP OF MAHWAH  
AND

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(ORGANIZATION NAME)

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(ADDRESS, NOT A POST OFFICE BOX)

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(PHONE NUMBER)

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(ORGANIZATION TYPE, IE INDIVIDUAL, PARTNERSHIP, NON-PROFIT  
CORPORATION, CORPORATION, PUBLIC ENTITY)

In consideration of the use of **Commodore Perry Field** on **Saturday, September 23, 2017, raindate 9/24/17** for the purpose of **Mahwah Day** the undersigned agrees to indemnify and hold the Township of Mahwah 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 above-referenced property.

I understand that this hold harmless agreement also requires that the Township of Mahwah is indemnified from any losses or damages resulting from the acts or omissions of any guest, participant, visitor or other person attending the event herein referenced. Unless waived in writing by the Township of Mahwah, **I agree to furnish a Certificate of Insurance specifically naming the Township of Mahwah as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said certificate shall state that “the issuing company shall mail any change or cancellation with 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.**

In order to induce the Township of Mahwah to accept this hold harmless agreement, the following information concerning the intended use of the premises is furnished:

- Alcoholic beverages will not be served
- Total number of persons anticipated is N/A
- Live entertainment will be provided

**(Continued on other side)**

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2017, as the binding act in deed.

\_\_\_\_\_  
(NAME OF ORGANIZATION)

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(AUTHORIZED NAME PRINTED)

\_\_\_\_\_  
(WITNESS SIGNATURE)

\_\_\_\_\_  
(WITNESS NAME PRINTED)

**NOTE: Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. It shall also be signed in ink by the authorized person.**