



**25th Annual Mahwah Day  
Non-Profit Participant Form  
Saturday, September 21, 2019**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

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

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

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

(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, clothing, etc.). Also provide a brief description of what you will be doing as a Mahwah Day participant. 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 library meeting to ensure your request can be accommodated.**

**Category:** \_\_\_\_\_

**Brief Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Special Requirement Request:** \_\_\_\_\_

**Please note: 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 or with vehicle? You will be contacted by Debra Burns, Parade Coordinator, prior to the event for staging instructions. Any question about parade, please email [dburns@mahwahtwp.org](mailto:dburns@mahwahtwp.org).

Please return this form, the attached Hold Harmless Agreement and proof of insurance to the following address: Township of Mahwah, Recreation Department, 475 Corporate Drive, Mahwah, NJ 07430 **Attention: Dennis Burns**

\_\_\_\_\_



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 2018. Township of Mahwah is additional insured. Hold Harmless agreement in favor of certificate holder is acknowledged.

**Policy Expiration Date:** Must be dated after September 21, 2019

All forms, along with your sponsorship check, should be mailed to:

Township of Mahwah  
Recreation Department  
475 Corporate Drive  
Mahwah, NJ 07430  
Attention: Dennis Burns



**HOLD HARMLESS AGREEMENT**

BETWEEN THE TOWNSHIP OF MAHWAH  
AND

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

\_\_\_\_\_  
(ADDRESS, NOT A POST OFFICE BOX)

\_\_\_\_\_  
(PHONE NUMBER)

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

In consideration of the use of **Commodore Perry Field** on **Saturday, September 21, 2019,**  
**raindate 9/22/19** 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 \_\_\_\_\_ 2019, 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.**