



**BOROUGH OF WALDWICK
Instructions & Requirements
Application for Use of Borough Park Pavilion – Organization/School/Vendors**

Please read this page before completing the application.

A complete application submitted to the Borough Clerk’s office shall include the following:

1. Completion of the Borough of Waldwick Pavilion Reservation application in its entirety.

Please note the following when completing the application:

- a. If professionally catered, including food trucks, the Catering section must be completed when submitting application. All events professionally catered/food trucks using outside charcoal or propane grills must contact Fire Prevention at (201) 652-5300 x232 to obtain necessary permit prior to the event. For all Public Events, contact the Board of Health (201) 445-7217 and Fire Prevention (201) 652-5300 x232 to obtain necessary permits prior to event.
 - b. If alcoholic beverages will be served, the application must be submitted 21 business days prior to the event for Mayor and Council approval.
 - c. If live entertainment is provided, the entertainment must provide a Certificate of Liability insurance as detailed in the attached sample. The event will not be approved until the COI is provided.
2. Completion of the Borough of Waldwick Vendor/Exhibitor Insurance Requirements, Hold Harmless & Indemnification Agreement.
 3. Must provide Organization’s Certificate of Insurance as detailed in the attached sample.
 4. The security deposit of \$200.00. Checks payable to the *Borough of Waldwick*.
 5. There will be no fee to rent a Waldwick pavilion for a special event for a Waldwick resident or Waldwick based non-profit.
 6. Non-residents shall pay a fee of \$100 for each use of a Waldwick pavilion for a special event.
 7. There shall be no fee for members of the Waldwick Fire Department or Waldwick Ambulance Corps
 8. Non-Waldwick based non-profits and all for profit entities shall pay the following fees to rent a Waldwick pavilion for a special event:

	<u>Fee</u>
<u>Each Use</u>	<u>\$250</u> <input type="checkbox"/>
<u>Intermittent use each month</u>	<u>\$700</u> <input type="checkbox"/>
<u>Intermittent use each season</u>	<u>\$1,500</u> <input type="checkbox"/>
<u>Intermittent use each year</u>	<u>\$3,000</u> <input type="checkbox"/>

Once the permit is issued, the Applicant is responsible for the following:

1. The event must be held entirely within the covered concrete pavilion. Tables and/or entertainment cannot utilize the grass area outside the pavilion.
2. It is prohibited for Applicant/Organization to charge a fee to the general public to attend a special event.
3. Gazebo and/or Playground area cannot be reserved as part of the Pavilion Reservation.
4. Unless professionally catered, the use of any cooking device except the designated municipal barbeque charcoal grills is prohibited.
5. Use of confetti, silly string, snap pops or water balloons are strictly prohibited. If used, the security deposit will automatically be forfeited.
6. Parking is limited to designated striped spaces. Parking or unloading on the grass area is strictly prohibited.
7. Swimming, wading or entering into, except when lawfully licensed to fish, any water or waterways in Borough Park is prohibited.
8. The Applicant is responsible for cleaning and leaving the Pavilion in the same condition as found.
9. Check the area for garbage and recycling which should be bagged and placed in or near the appropriate container or dumpster by the Comfort Station.
10. Report any damage or facility conditions that need attention to info@waldwicknj.org. Issues requiring immediate attention, contact Waldwick Police Department at (201) 652-5700.



BOROUGH OF WALDWICK Pavilion Reservation Application

Applicant Information	
Name	
Organization	
Street Address	
City, State, ZIP	
Phone Number	
Email Address	

Event Information		
Date of Event	Beginning time	End time (no later than dusk)
Pavilion A <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>	Water required <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>	Electricity required <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>
Pavilion B <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>	Water required <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>	Electricity required <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>
Type of event	Private event <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>	Public event <input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/>
Number of people	Adults	Children

<input style="width: 20px; height: 15px; background-color: #4a90e2;" type="checkbox"/> Catering Information – this event will be professionally catered	
Catering/Food Truck Company*	Time caterer/food truck arriving
Catering/Food Truck Contact Name & Phone Number	
<p>*All Professionally Catered/Food Truck using outside charcoal or propane grills must contact Fire Prevention at (201) 652-5300 x232 to obtain necessary permit prior to your event.</p> <p>For public events: If serving food, contact our Health Department at (201) 445-7217 and Fire Prevention at (201) 652-5300 x232 to obtain the necessary permits prior to your event.</p>	

 Alcoholic Beverages will be served
Application is hereby made for the possession or consumption of alcoholic beverages in a Borough Park Pavilion under the jurisdiction of the Mayor and Council in connection with this event.

Applicant's Acknowledgement	
I have read and understand the Instructions & Regulations for the Use of the Borough Park Pavilion in connection with this event.	
_____	_____
Date	Applicant's signature

MUNICIPAL USE ONLY	
I hereby certify that the above Application was approved by the Mayor and Council of the Borough of Waldwick at a Regular Meeting (if required) on _____, and a Permit for the above is hereby issued.	
_____ Security Deposit rec'd	_____ Kelley Halewicz, RMC/CMC, Municipal Clerk
cc: Police, DPW	



BOROUGH OF WALDWICK Hold Harmless Agreement

(Type or Print legibly)

Between the Borough of Waldwick and

Applicant's Name, Address (Not P.O. Box), Telephone Number, Email

In consideration of the use of _____ on the following date(s) _____ for the purpose of _____ the undersigned, agrees to indemnify and hold the Borough of Waldwick, its officers, officials and employees harmless from any and all losses, damages, liability, claims, cost and/or 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 undersigned holds harmless and indemnifies the Borough of Waldwick from any and all losses, damages, liability, claims, costs and/or attorney's fees resulting from acts or omissions from any guest, participant, visitor or any other individual or entity attending the event herein referred to.

In order to induce the Borough of Waldwick to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

Initial

- _____ 1. I have read and understand the Instructions & Regulations for Use of the Borough Park Pavilion.
- _____ 2. Total number of guests, invitees. _____
- _____ 3. The event (will) or (will not) be professionally catered. (Includes food trucks)
- _____ 4. Alcoholic beverages (will) or (will not) be served.
- _____ 5. Live entertainment (will) or (will not) be provided.
- _____ 6. Use of confetti, silly string, snap pops, or water balloons is strictly prohibited. Automatic forfeiture of \$200.00 security deposit.
- _____ 7. (Public) or (Private) event. Charging a fee to the general public to attend event is prohibited.

The undersigned, by signing below, acknowledges it has read, understand and agrees to the above. The Borough reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the Borough determines a situation that might lead to personal injury, property damage or violation of law exists.

Signed on this _____ day of _____, 20____ as the binding act in deed of

Applicant's signature



BOROUGH OF WALDWICK
Bergen County, New Jersey

VENDOR/EXHIBITOR INSURANCE REQUIREMENTS

_____	_____
EVENT/ACTIVITY	PARTICIPANT NAME
_____	_____
STREET ADDRESS	CITY, STATE, ZIP CODE

The VENDOR/EXHIBITOR utilizing the BOROUGH OF WALDWICK facilities will provide proof of the following:

COMMERCIAL GENERAL LIABILITY

Minimum Policy Limits of: \$1,000,000 Each Occurrence
\$2,000,000 General Aggregate
Must include Completed Operations Liability.

AUTOMOBILE LIABILITY

Policy limit of: \$1,000,000 Combined Single Limit (CSL)
Covering all Owned, Non-Owned and Hired vehicles.

Alternatively, VENDOR/EXHIBITOR will provide evidence of Automobile Insurance with limits consistent with NJ State Statute which is current and in force for the vehicle(s) that will be utilized for this Event/Activity.

WORKERS COMPENSATION

Coverage is to comply with NJ Statutes and include coverage for Proprietors, Partners and/or Executive Officers. EMPLOYERS LIABILITY limits of: \$1,000,000 for each accident/disease.

If the VENDOR/EXHIBITOR is a Sole Proprietor or otherwise exempt from carrying this NJ statutory coverage, VENDOR/EXHIBITOR HEREBY CERTIFIES AND ATTESTS THEY ARE EXEMPT FROM PROVIDING THIS COVERAGE:

Authorized Representative's Signature:

UMBRELLA LIABILITY _____ (Required if checked)
Minimum Policy Limit of: \$1,000,000 Per Occurrence
 \$1,000,000 Annual Aggregate

PROPERTY INSURANCE

The VENDOR/EXHIBITOR is required to insure his/her own Property. The BOROUGH OF WALDWICK will not provide any insurance on the VENDOR/EXHIBITOR's property.

DESCRIPTION OF OPERATIONS

The BOROUGH OF WALDWICK is to be named as an additional insured as it relates to said event/activities and the Certificate of Insurance shall reflect this.

CERTIFICATE OF INSURANCE CERTIFICATE HOLDER

Borough of Waldwick
63 Franklin Turnpike
Waldwick, NJ 07463

CANCELLATION

The Certificate(s) of Insurance shall contain the clause, "BOROUGH OF WALDWICK is to be notified at least thirty (30) days prior to cancellation of any material change in this policy."

INDEMNIFICATION AGREEMENT

The VENDOR/EXHIBITOR agrees to defend, indemnify and save harmless the BOROUGH OF WALDWICK, its officers, agents and employees from any and all liability suits, actions and demands and all damages, costs or fees resulting from injuries to persons or property, including accidental death, arising out of or in connection with said event/activity, or any reason of the operations under agreement. Before the VENDOR/EXHIBITOR shall be permitted to commence the event/activity, he/she shall furnish the BOROUGH OF WALDWICK with the Certificate of Insurance from the VENDOR/EXHIBITOR's Insurance Carrier certifying the coverages specified above are in force.

BOROUGH OF WALDWICK	_____
	(Name of VENDOR/EXHIBITOR)
By: _____	By: _____
PRINT – Name and Title	PRINT - Name and Title
By: _____	By: _____
Signature and Date	Signature and Date

