



West Milford Community Services & Recreation

# WALLISCH ESTATE

Dates OK \_\_\_\_\_  
Insurance \_\_\_\_\_  
Hold Harmless \_\_\_\_\_  
To Rec Dir: \_\_\_\_\_  
Scan to Parks Supt \_\_\_\_\_  
Scan to Wallisch \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

NAME OF PERSON REQUESTING: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL# \_\_\_\_\_ EMAIL \_\_\_\_\_

# OF PEOPLE EXPECTED \_\_\_\_\_ # OF VENDORS EXPECTED \_\_\_\_\_ TYPE OF ACTIVITY \_\_\_\_\_

DATES

TIMES

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

APPLICANT'S SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL : \_\_\_\_\_ DATE : \_\_\_\_\_

For assistance call the Recreation Office at 973-728-2860 Monday-Friday from 8:30 am–4:30 pm

**PROCEDURE:**

1. Group submits reservation form to the Community Services & Recreation Department. A certificate of insurance naming West Milford Township and the West Milford Board of Education as the certificate holders must be presented and a completed Hold Harmless Form.
2. Recreation Department approves request and issues permit. Applications for permits shall be submitted not later than seven days before the proposed date of use.
3. \*\*Depending on the event, a Townwide Permit may be required (issued from Building Department).
4. Permit is valid only for date issued, but may be transferred upon mutual agreement of the Community Services & Recreation Department and the requesting group. Such transfer to be made only in unusual circumstances.
5. All groups are to observe Chapter 256 of the Township of West Milford regarding use of Township Recreation Areas. (A copy of this code is available at the clerk's office or at the Recreation office)
6. The consumption of alcoholic beverages and smoking is prohibited.

Revised 02-23-2023

**OVER**

**TOWNSHIP OF WEST MILFORD**  
Passaic County, New Jersey  
**HOLD HARMLESS AGREEMENT**  
**USE OF MUNICIPAL FACILITIES**

Between the TOWNSHIP OF WEST MILFORD,  
with principal offices located at: 1480 Union Valley Road, West Milford, NJ 07480  
*And*

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

\_\_\_\_\_  
*Street Address (Not Post Office Box)*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Contact Person*

Organization Type: *(Please Check One)*

Individual

Non-Profit Organization

Profit Making Organization

In consideration for use of municipally owned facilities at \_\_\_\_\_  
on the following date(s): \_\_\_\_\_ for the purpose of \_\_\_\_\_

the undersigned agrees to indemnify, defend and hold the Township of West Milford, NJ  
(hereinafter referred to as the "Municipality") and its officers, agents, members, employees and assigns harmless from  
any and all liability, demands, claims, suits, losses, injuries, damages, judgements, expenses, costs and attorneys' fees  
arising out of the use of the above stated municipal property for the purposes stated above.

I (we) understand this Hold Harmless Agreement also provides the Municipality be indemnified from any and all liability,  
claims, demands, damages, judgements, expenses and costs of any kind 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 the  
Municipality.

I (we) agree to furnish a Certificate of Insurance evidencing Workers Compensation coverage (except for an individual) as  
well as Auto Liability (as applicable), General Liability, Bodily Injury and Property Damage coverage with minimum limits  
of liability not less than:

\_\_\_\_\_ \$ 300,000. for an Individual      \_\_\_\_\_ \$ 500,000. for Non-Profit Organization  
\_\_\_\_\_ \$1,000,000. for a Profit Making Organization or Corporation

The Certificate of Insurance shall also specifically name the Municipality as an additional insured with respect to General Liability coverage for the event listed above.

It is further understood and agreed, the Municipality is not responsible for personal property of the undersigned or their  
guests or participants.

The following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages (will) or (will not) be served.
- b) Total number of persons anticipated is \_\_\_\_\_.
- c) Live entertainment (will) or (will not) be provided.
- d) Other \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, as the binding act in deed

of \_\_\_\_\_  
*Name of Organization or Party*

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

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**NOTE:** No photocopied or facsimile copies of this signed original Agreement shall be accepted. Only the original Agreement signed by an authorized individual shall be accepted. No exceptions and/or limitations to this Agreement will be accepted.

**WM-HH-UOF**  
Revised: 05/17