

**CHECKLIST FOR SUBMISSION FOR APPROVAL  
MORRIS COUNTY PARK COMMISSION**

Vendor/Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Is this a Third Party Vendor:  
(what service is being provided) \_\_\_\_\_

***Check off if attached***

- (1) Copy of Contract (if vendor is contracting directly with MCPC)
- (2) Copy of Signed Hold Harmless Agreement
- (3) Certificate of Insurance for General Liability Insurance naming the County of Morris and Morris County Park Commission as Additional Insureds
  - Combined Single Limit of \$1,000,000 each occurrence and \$2,000,000 aggregate for bodily injury and property damage. Liquor Liability Must be included for any event where alcohol will be served.
- (4) Certificate of Insurance for Business Automobile Insurance naming the County Of Morris and Morris County Park Commission as an Additional Insured.
  - Automobile liability insurance, with a combined single limit of liability per Occurrence of \$1,000,000 for bodily injury, property damage.
- (5) If Business Automobile Insurance is waived, a copy of the individual's personal automobile policy is required.
- (6) Certificate of Insurance for Workers' Compensation and Employers Liability.
  - Employer's Liability Limit of liability shall be a minimum of \$500,000, in accordance with New Jersey Statute.
- (7) Self Employed Contractor Certification.
- (8) Additional insured Endorsement/CG2010-Premises Operations (or its equivalent)