



## Morris County Park Commission: Vendor Application

All documents must be submitted with this form **no later than 2 weeks prior to the rental date.**

**Return to:** Morris County Park Commission Attn: Vendor Applications

P.O. Box 1295, Morristown, NJ 07962-1295 OR [visitor.services@morrisparks.net](mailto:visitor.services@morrisparks.net)

**Vendor/Business Name:** \_\_\_\_\_

**Type of Vendor** Check the Appropriate Box:      Merchandise      Rental Service (Tents/Chairs)  
Entertainment (DJ, Games, Timing)      Food (      Caterer      Food Truck      Other \_\_\_\_\_ )  
Other: \_\_\_\_\_

**Vendor Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Information:** Information for the Event or Reservation the Vendor is attending on MCPC Property.

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location (Park): \_\_\_\_\_ Service Provided: \_\_\_\_\_

Does the Vendor plan to collect money on site?      **YES (\$30 Vendor Fee Required)**      **NO**

Is the Vendor bringing a Generator?      **YES**      **NO**

**Morris County Park Commission Indemnification:**

The Contractor/Vendor/Supplier whose name and signature appear below hereby agrees to indemnify, defend and hold harmless the Morris County Park Commission, the County of Morris, their employees, agents, Freeholders, professionals and volunteers (collectively "Morris County") from and against any and all claims, losses, penalties, damages, settlement, costs, charges, professional fees (including attorney's fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the provision of any goods, services or consumables by the Contractor/Vendor/Supplier or the operation of any business or trade by Contractor/Vendor/Supplier or any completed operations, including, without limitation, claims for damage, or loss that (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of use resulting therefrom, (b) is caused in whole or in part by any act or act of omission of the Contractor/ Vendor /Supplier, or their sub-contractors, exhibitors, other vendors or anyone directly or indirectly employed or affiliated in any manner with Contractor /Vendor/Supplier or, (c) anyone for whose acts Contractor/Vendor/Supplier may be liable (including a claim by an employee of the Contractor /Vendor/Supplier or their sub-contractors, exhibitors or other vendors). This agreement also applies to all volunteers of the Contractor/Vendor/Supplier.

The Contractor/Vendor/Supplier agrees to add and schedule the County of Morris as additional insured on a primary, non-contributory basis for general liability, automobile liability (when applicable) and excess liability when required, with a waiver of Subrogation on all policies in favor of the County of Morris. The Contractor/Vendor/Supplier shall provide proof of insurance coverages to the Morris County Park Commission prior to commencing any operations.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

# Vendor Checklist

---

Place a check in the box next to the document you are submitting with your Application.

**Completed Insurance Documentation is due at least two weeks in advance of the event.**

**Required Documents:** All Required Documents must be included with the application.

Certificate of Insurance -

General Liability Insurance\* - \$1 Million Each Occurrence, \$2 Million Aggregate

Liquor Liability\* - Required when alcohol is provided by the vendor.

\$1 Million Each Claim, \$1 Million Aggregate

Business Auto\* - Required for Food Trucks, Trailers, Business Vehicles, etc.

\$1 Million Each Accident

Workers Compensation - Proof of Workers Comp.

Each Accident \$500,000/ Disease each employee \$500,000/ Disease Policy Limit \$500,000

\* *Morris County Park Commission and the County of Morris named as Additional Insured.*

Endorsement Form -

Blanket Endorsement - Required for Food Vendors serving 200 people or less for a one day event.

Named Endorsement\* - Required for Food Vendors serving more than 200 people **AND ALL** Multi Day vendors.

CG 20 10, CG 20 26 or Equivalent

\* *Morris County Park Commission and the County of Morris named as Additional Insured.*

**Additional Documents:**

Self-Employed Certificate - Complete ONLY if the Vendor is Self-Employed and is not required to carry Workers Comp.

**REQUEST** the Self- Employed Certificate (visitor.services@morrisparks.net)

Auto Coverage - Complete ONLY if the Vendor does not have commercial vehicles or Business Auto coverage.

Provide the Name of the Vendors Car Insurance Company and the last 4 digits of the policy.

Insurance Company: \_\_\_\_\_ Last 4 Digits of Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Payment - \$30.00 (*Checks should be written out to the Morris County Park Commission*)

Payment must be submitted with the completed application to receive a approval for the Vendor to collect fees on MCPC property.

Fire Marshal Information - Cooking on site, using a tent larger than a 10'x10' pop-up or placing small tents side by side require permits from the Morris County Fire Marshal.

**REQUEST** a Cooking, Food Truck or Tent Permit Application (visitor.services@morrisparks.net)

Health Department Information - Food Vendors are required to complete all state and local health requirements.

**CONTACT** the local Health Department for the location of the event.

I agree to follow the Morris County Park Commissions Rules and Regulations and provide all insurance documents required by the County of Morris.

(Rules and Regulations and Insurance Requirements are listed above or can be found on morrisparks.net )

---

Signature