

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

**Submit to: [Visitor.Services@morrisparks.net](mailto:Visitor.Services@morrisparks.net)**

*must be submitted at least two weeks prior to rental date*

Renter: \_\_\_\_\_

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

VSI House Hold Number: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

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

Family Picnic      Corporate Picnic      League Use      Meeting      School Use  
Life Event      Special Event      Special Use: \_\_\_\_\_      Other: \_\_\_\_\_

***Check off if attached***

- (1) Copy of Signed Hold Harmless Agreement
  
- (2) Certificate of Insurance for General Liability Insurance naming the County of Morris and Morris County Park Commission as Additional Insureds  
(County of Morris and Morris County Park Commission must be listed in the Certificate Holder Box)  
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.
  
- (3) 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.
  - If Business Automobile Insurance is waived, a copy of the individual's personal automobile policy is required.  
Carrier \_\_\_\_\_ Last 4 digits of policy \_\_\_\_\_ EXP Date: \_\_\_\_\_
  
- (4) 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. (\$500,000/\$500,000/ \$500,000)
  - Self Employed Contractor Certification
  - Unincorporated Entity Certification
  
- (5) Additional insured Named Endorsement/CG2010-Owners, Lessees or Contractors - Scheduled Person or Organization OR CG2026-Designated Person or Organization (or the equivalent) when required.

Additional Comments: