



BUBBLING SPRINGS GROUP RESERVATION

Date OK _____ To Lake Dir: _____
Insurance _____ To Rec Dir: _____
Hold Harmless _____ Scan to Parks Supt _____

NAME OF GROUP: _____ TODAY'S DATE: _____

NAME OF PERSON REQUESTING: _____

**GUEST FEES: CHECK WITH THE
RECREATION OFFICE FOR CURRENT
GUEST FEE RATES OR CALL 973-728-2860.**

MAILING ADDRESS: _____

PHONE # _____ CELL# _____ EMAIL _____

DATE OF EVENT: _____ TIME REQUESTED: _____

TYPE OF ACTIVITY: _____ # OF PEOPLE EXPECTED _____

NON REFUNDABLE FEE RECEIVED _____ DATE _____

MEMBERSHIP BADGE # _____ CUST. # _____ BATHROOM CODE: _____

SPECIAL REQUESTS:

- Bathrooms (May – Sept)
- Pavilion
- Gazebo
- Other _____

**Must bag and remove garbage
September through May.**

PERMIT REQUEST FOR USE OF BUBBLING SPRINGS TOWNSHIP OF WEST MILFORD DEPARTMENT OF COMMUNITY SERVICES AND RECREATION

PHONE: 973-728-2860 FAX: 973-728-5298

PROCEDURE:

1. Any group requesting the use of this facility will be required to fill out a permit and a hold harmless agreement. If the group is a civic group, a business organization, or if the group numbers 50 people and over, a certificate of insurance naming the Township of West Milford as the additionally insured must also be provided.
2. A non-refundable maintenance fee of **\$25** shall be charged for each group requiring the opening, closing and/or cleaning of Bubbling Springs when not in operation.
3. Bubbling Springs members and West Milford Organizations, with **groups 25 and over**, must submit a non refundable **\$30** administrative/user fee to the WEST MILFORD COMMUNITY SERVICES & RECREATION DEPARTMENT prior to date requested. This \$30 fee is in addition to Guest Fees paid on the day of the event during hours of lake operation. *Groups under 25 guests must pay guest fees. (Permit and maintenance fee not required). Arrangements **MUST** be made with Lake Director prior to the event.*
4. The Recreation Department approves and issues permit. Applications for permits shall be submitted not later than seven days before the proposed date of use.
5. A site inspection will be performed by the Recreation Director or his/her designee for damage and cleanliness at the end of the event. Damage and cleanliness expenses may be assessed if necessary.
6. 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.
7. 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 clerks office or the Community Services and Recreation Office.)
8. **The consumption of alcoholic beverages is PROHIBITED!**
9. **YOU ARE IN BEAR COUNTRY!** Black bears are part of the forest environment. Humans are visitors. Think of yourself as a guest of the forest wildlife. Direct encounters with bears are rare and they usually pose little threat to humans. **DO NOT ATTEMPT TO FEED OR ATTRACT BEARS. FEEDING BEARS IS A DANGEROUS ACTIVITY.**

APPLICANT SIGNATURE: _____ DATE: _____

APPROVAL: _____ DATE: _____

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

* answer these questions

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

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.