



PRIVATE USE FOR PUBLIC PROPERTY APPLICATION

Name of Organization(s) Applying: _____

Date of Application: _____

Address: _____

Date of Event(s): _____

Phone Contact: _____

Borough Property being utilized: _____

Email Address: _____

Responsible Parties Representing Above Organization(s)

Description of Event (s) _____

Reason for Event: _____

Number of Events: _____

Insurance Section

This section is to provide information that indemnifies the Borough of Caldwell for any liabilities that may occur during the dates/times and locations of the event identified above. Failure to provide the information requested below and a sign off by the Borough Administrator will automatically result in a cancellation of any events planned on Borough property.

Insurance Company Name: _____

Insurance Company Policy#: _____

Limits of Liability (pursuant to Borough ordinance):

\$ _____

☐ Please check off box that copies Certificate of Insurance are attached.

☐ Applicant certifies that all participants are insured.

COI must name the Borough of Caldwell as additional insured.

Fee Section

The following fees have been set by the Borough of Caldwell pursuant to Borough Ordinances:

Level 1: \$50.00* per scheduled day of Event ☐

Level 2: \$100.00* per scheduled day of Event ☐

Level 3: \$150.00* per scheduled day of Event ☐

Level 4: \$250.00* per scheduled day of Event ☐

*Please see Borough Administrator to determine the level of any particular event and the organization will be provided with the appropriate fee amounts. Organizations/events over with 10 applications will receive a 25% discount.

TOTAL FEE FOR APPLICATION: _____

**Liquor sales will incur an additional \$100.00 per event fee.

Signature of Applicant

Date

Borough Administrator - Approval

Date

By completing and filing this Application, the Applicant agrees to indemnify and hold the Borough of Caldwell, its employees and agents, harmless from and against all liability for damages, costs, losses, and expenses resulting from, arising out of, or in any way connected with, the Applicant's use of Borough property, either by Applicant or any of its invitees, or guests. Applicant further releases the Borough of Caldwell and all of its agent and employees from any loss resulting from Applicant being unable to use Borough property for any reason, whether such failure occurs prior to, or after, the Application is approved.