



# Township Of Mahwah

Municipal Offices: 475 Corporate Drive  
P.O. Box 733 • Mahwah, NJ 07430  
ddapuzzo@mahwahtwp.org

Dawn DaPuzzo  
Director of Recreation

Tel 201-529-5757 x 254  
Fax 201-529-0061

To The Mahwah Business Community:

Mahwah Day has become a great tradition every September. It is a wonderful way for all our families to come together and experience the many civic, educational, and commercial facets of our community and enjoy some fun with friends and neighbors.

Although Mahwah has a long history with many life-long residents, Mahwah's vast geography has given rise to a large influx of new families. Now Mahwah Day has a golden opportunity to expand its role as a community gathering and serve as a platform to introduce residents to its business community.

This year the Mahwah Recreation Department invites you to seize this opportunity. We are planning many new activities to which we invite you to be a part. You can enhance the goodwill of your company, raise money for a worthy cause and meet your neighbors in a variety of ways. Allow me to outline them for you.

1. Basic Sponsor- Your \$500.00 donation allows you to showcase your business using your company banner and promotional items. Your donation will be pooled with other business donations to sponsor the entertainment/activities for the day.
2. Custom Sponsor- A custom sponsorship can be done in two ways. The first allows you to hire an entertainer (caricature artist, psychic, tattoo artist) to sit by your booth and draw visitors to you. You will handle the hiring of the entertainment and will make a commitment to the Township to bring them to Mahwah Day. The second is to sponsor a paying event, (rock climbing wall, bungee trampoline, photo booth), charge a minimal admission fee for the activity and donate the proceeds to a nonprofit organization. For example, sponsor the bungee trampoline, charge a nominal fee to help pay for the event and donate the excess to the Ambulance Corps. What a terrific way to provide fun, help a non-profit group, and create valuable goodwill for your business. We are open to every creative idea.

As we only have a limited amount of space on the field, I encourage you to call and reserve your spot in Mahwah Day. Mahwah is your home – make Mahwah Day your back yard.

Sincerely,

Dawn DaPuzzo  
Director of Recreation

17<sup>th</sup> Annual Mahwah Day Business Participant Form  
Saturday September 24, 2011

Business Name: \_\_\_\_\_

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

Contact Name & Title: \_\_\_\_\_

Phone:(Day) \_\_\_\_\_ (cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(We will be doing most of our communication via e-mail. Please be sure to fill out your address.)

Basic Business Sponsorship: \$500.00 - Your donation will be pooled with other business donations to sponsor the entertainment /activities for the day.

Custom Business Sponsorship: (For those who would like to be a bigger part of the day). Sponsor the fireworks, band, DJ, specialty games/rides. Contact Dawn DaPuzzo at 201-529-5757 ext.254 or [ddapuzzo@mahwahtwp.org](mailto:ddapuzzo@mahwahtwp.org) to discuss your plans.

All sponsors will be recognized in all print media. This includes flyers that are sent home throughout the school system and full page ads in local newspapers. Fireworks sponsor will also be recognized on the Mahwah Day Banners.

Please note: Tables, chairs and tents are not provided. All participants must remain set up until 5pm.

Will you participate in the parade? YES / NO. As marchers or with vehicle? You will be contacted by Ward Donigian or Rich Maneri, parade coordinators, prior to the event for staging instructions.

Please return this form, the attached Hold Harmless Agreement and proof of insurance along with your sponsorship check to: Twp. of Mahwah Recreation Department 475 Corporate Drive, Mahwah, NJ 07430 Attention: Dawn DaPuzzo

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Please make your check payable to: Twp. of Mahwah Celebration of Public Events.

Mail to: Township of Mahwah  
Recreation Department  
475 Corporate Drive  
Mahwah, NJ 07430

**HOLD HARMLESS AGREEMENT**

BETWEEN THE TOWNSHIP OF MAHWAH  
AND

\_\_\_\_\_  
(ORGANIZATION NAME)

\_\_\_\_\_  
(ADDRESS, NOT A POST OFFICE BOX)

\_\_\_\_\_  
(PHONE NUMBER)

\_\_\_\_\_  
(ORGANIZATION TYPE, IE INDIVIDUAL, PARTNERSHIP, NON-PROFIT  
CORPORATION, CORPORATION, PUBLIC ENTITY)

In consideration of the use of **Commodore Perry Field** on **Saturday, September 24<sup>th</sup>, 2011, raindate 9/25/11** for the purpose of **Mahwah Day** the undersigned agrees to indemnify and hold the Township of Mahwah and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the above-referenced property.

I understand that this hold harmless agreement also requires that the Township of Mahwah is indemnified from any losses or damages resulting from the acts or omissions of any guest, participant, visitor or other person attending the event herein referenced. Unless waived in writing by the Township of Mahwah, **I agree to furnish a Certificate of Insurance specifically naming the Township of Mahwah as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said certificate shall state that "the issuing company shall mail any change or cancellation with 30 days written notice to the certificate holder named, certified mail, return receipt". It shall also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.**

In order to induce the Township of Mahwah to accept this hold harmless agreement, the following information concerning the intended use of the premises is furnished:

- Alcoholic beverages will not be served
- Total number of persons anticipated is N/A
- Live entertainment will be provided

(Continued on other side)

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2011, as the binding act in deed.

\_\_\_\_\_  
(NAME OF ORGANIZATION)

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(AUTHORIZED NAME PRINTED)

\_\_\_\_\_  
(WITNESS SIGNATURE)

\_\_\_\_\_  
(WITNESS NAME PRINTED)

**NOTE: Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. It shall also be signed in ink by the authorized person.**

In order for your group to participate in Mahwah Day, the following information must be provided:

1. Participant Form (Included in packet)
2. Hold Harmless Agreement with original signatures (Included in packet)
3. Certificate of Insurance- This document is obtained from your insurance company.

The Certificate of Insurance must have the following wording:

Certificate Holder: Township of Mahwah  
475 Corporate Drive  
Mahwah, NJ 07430

Description of Operations: Evidence of insurance for participation in Mahwah Day 2010. Township of Mahwah is additional insured. Hold Harmless agreement in favor of certificate holder is acknowledged.

Policy Expiration Date: Must be dated after September 24, 2011.

All forms, along with your sponsorship check, should be mailed to:

Township of Mahwah  
Recreation Department  
475 Corporate Drive  
Mahwah, NJ 07430

Mahwah Day Participant Form  
16<sup>th</sup> Annual Mahwah Day  
Saturday September 24, 2011

Organization Name: \_\_\_\_\_

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

Contact Name & Title: \_\_\_\_\_

Phone:(Day) \_\_\_\_\_ (cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(We will be doing most of our communication via e-mail. Please be sure to fill out your address.)

Please give the general category of your participation (food booth, game booth, etc.). If you do not have specifics now, fill out the top portion of the form and update it later as more information becomes available. If water or electricity is needed, or you require something special, please state and be sure to speak to a committee member at the meeting. Tables, chairs and tents are not provided. All participants must remain set up until 5pm.

Will you participate in the parade? YES / NO. As marchers, banner or float? You will be contacted by Ward Donigian or Rich Maneri, parade coordinators, prior to the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to: Twp. of Mahwah Recreation Department 475 Corporate Drive, Mahwah, NJ 07430 Attention: Dawn DaPuzzo

Below is for Recreation Committee use only:

Signed HH Agreement received: \_\_\_\_\_ Parade \_\_\_\_\_ Electricity \_\_\_\_\_  
Original, Valid COI received: \_\_\_\_\_ Food \_\_\_\_\_ Water \_\_\_\_\_

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BETWEEN THE TOWNSHIP OF MAHWAH  
AND

\_\_\_\_\_  
(ORGANIZATION NAME)

\_\_\_\_\_  
(ADDRESS, NOT A POST OFFICE BOX)

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(NAME OF ORGANIZATION)

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(AUTHORIZED SIGNATURE)

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(AUTHORIZED NAME PRINTED)

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