



**COUNTY OF BERGEN**  
DEPARTMENT OF PARKS  
**DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS**  
One Bergen County Plaza - 4<sup>th</sup> Floor - Hackensack, NJ 07601-7076  
(201) 336-7275 - FAX (201) 336-7262

James J. Tedesco, III  
County Executive

James G. Koth, III, PLA, ASLA  
Director of Parks

Dear Park Patron;

Each year the Bergen County Department of Parks processes thousands of requests for park-use permits. Prior to issuance of a permit, the Department requires that a **Certificate of Insurance** be filed with our office.

The Certificate is to show a **minimum** of \$1,000,000 per occurrence, \$2,000,000 aggregate General Liability and \$10,000/person Medical Expense. **THE COUNTY OF BERGEN AND ITS OFFICIALS, EMPLOYEES AND AGENTS** must be named as **ADDITIONAL INSURED** and **COUNTY OF BERGEN** shown as **CERTIFICATE HOLDER**.

Your insurance company (agent) must be told of this requirement and the above underlined paragraph. They will, at that time, issue the Certificate of Insurance which can be mailed to the above address, faxed to (201) 336-7262 or emailed to [Parkpermits@co.bergen.nj.us](mailto:Parkpermits@co.bergen.nj.us)

Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using the Bergen County Department of Parks facilities.

If the insured's name is different from your group name, please make sure that you or your agent clearly note your group name so that the certificate can be matched to your group.

If you have any questions concerning this matter, please call us at (201) 336-7261.

Thank you for your cooperation.

Sincerely,

Office of Permits & Special Events