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County Commissioner Director

Shanti Narra
County Commissioner Deputy Director

Claribel A. Azcona-Barber
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Leslie Koppel
Chanelle Scott McCullum
Charles E. Tomaro
County Commissioners



Charles E. Tomaro
Chairperson,
Infrastructure Management

John A. Pulomena
County Administrator

Dennis Cerami
Department Head

DEPARTMENT OF INFRASTRUCTURE MANAGEMENT
Office of Parks & Recreation

Middlesex County Office of Parks & Recreation
Certificate of Insurance Requirements

Thank you for your interest in reserving a Middlesex County Parks & Recreation facility. All permit applicants must provide a Certificate of Insurance to receive permit approval according to the requirements listed below. The County of Middlesex assumes no liability with respect to bodily injury, property damage, illness or any other damages or losses, or with respect to any claims arising out of any activity of the permit holder.

1. The County of Middlesex requires the applicant to procure and continue in force for the term identified on the permit Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate
2. The policy must include contractual liability coverage.
3. **Please insert this language in the Description of Operations block on the Certificate:**
 - **Permit holders name and/or household** number must be listed.
 - **Additional Insured:** The County of Middlesex, its officers, officials, employees, and volunteers shall be named as an Additional Insured.
4. Policy shall provide that coverage shall not be canceled, except with notice to the County.
5. **The Certificate Holder box shall be identified as:**

County of Middlesex
Office of Parks and Recreation
P.O. Box 661
New Brunswick, New Jersey 08903

A). Special Event Permit Holders must provide a Certificate of Commercial General Liability insurance with the requirements listed above.

B). Separate Certificates of Insurance are required by customers who hire a vendor or vendors for their event, i.e., Fun Bus, Inflatables, Food Caterers, etc. The vendor must submit a Certificate of Commercial General Liability Insurance with the requirements listed above.

FOOD TRUCK VENDORS- Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limits not less than \$1,000,000 per occurrence, combines single limits (CSL) or its equivalent.

C). **Certificates of Insurance for Caterers or Inflatables (Bounce House) MUST** accompany your completed Fire Marshal application one week prior to your picnic or event. Failure to do so could prohibit the use of a Caterer or Inflatable at your picnic or event.

****Certificates of Insurance** must be approved by the Reservations Office ONLY and will not be approved by the Park Rangers or the Middlesex County Fire Marshal.**

If you have any questions, please call us at (732) 745-3900.
To contact the Fire Marshall's Office, please call (732) 316 -7171

P.O. Box 661, New Brunswick, NJ 08903
Phone: 732-745-3900
www.middlesexcountynj.gov



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