

Ronald G. Rios
Freeholder Director

Charles E. Tomaro
Deputy Director

Kenneth Armwood
Charles Kenny
Leslie Koppel
Shanti Narra
Blanquita B. Valenti
Freeholders

MIDDLESEX COUNTY • N J

Charles Kenny
Chairperson
Infrastructure Management

John A. Pulomena
County Administrator

Khalid Anjum
Department Head

Richard Lear
Division 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. Additional Insured: The County of Middlesex, its officers, officials, employees, and volunteers shall be named as an Additional Insured. Please insert this language in the Description of Operations block on the Certificate.
 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 that lists the Permit Holder as the insured and the County of Middlesex, its officers, officials, employees, and volunteers as an Additional Insured on the Certificate. The Certificate must identify minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate for property damage and bodily injury.
- 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 that lists the vendor as the insured and the County of Middlesex its officers, officials, employees, and volunteers as an Additional Insured. The Certificate must identify minimum limits of \$1,000,000 per occurrence/ \$2,000,000 aggregate for property damage and bodily injury. The Certificate Holder shall be identified as the County of Middlesex, Department of Parks and Recreation, P.O. Box 661, New Brunswick, NJ 08903.
- 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 be received by the Reservations Office by the close of business on the Thursday prior to your picnic or event. Failure to do so will prohibit the use of a Caterer or Inflatable at your picnic or event.
- D). **Certificates of Insurance** must be approved by the Reservations Office ONLY and cannot be approved by the Park Rangers or the Middlesex County Fire Marshall.
In addition, Caterers or Food Vendors who wish to cook with Propane must first:
- 1) Obtain permission from the Parks Office; and
 - 2) Obtain a Fire Permit from the Middlesex County Fire Marshall.

To contact the Fire Marshall's Office, please call (732) 316 -7171
Please include your Household # when faxing us your Certificate FAX (732)745-8209 or (732)745-7351
If you have any questions, please call us at (732) 745-3900

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

