



## TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922, ext. 470

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Lisa Russo, Municipal Clerk



### APPLICATION FOR PUBLIC ENTERTAINMENT LARGE EVENTS

#### Part I:

1. Name of Event: ***Daniel Anderl Love is Light 5K***
2. Purpose of Event:
  - A. Public Entertainment
  - B. Political
  - C. Other (brief explanation): ***Scholarship Fundraiser Honoring Daniel Anderl***
3. Owner of Proposed Site: ***North Brunswick Township  
(Sponsored by Saint Joseph HS)***
4. Proposed Date(s) of Event: ***Saturday, July 17, 2021; Rain Date July 18, 2021***
5. Proposed Hours of Event: ***6:00 a.m. to 3:00 p.m.***
6. Will any portion of the event be held outdoors? Yes [] No []
7. Will any portion of the event be held indoors? Yes [] No []
8. Will any portion of the event be held under a tent? Yes [] No []
9. Maximum Number of People expected at any one time: ***700***
10. Will admission be charged or donations solicited?  
***A \$35 Registration Fee for the 5K is required. Donations are welcome.***
11. Your Name: ***Maureen Quigley – Saint Joseph High School***
12. Your Relation to Event: ***Rep of Saint Joseph HS/Event Sponsor***
13. Your Address: ***145 Plainfield Ave, Metuchen, NJ 08840***
14. Cell#: ***848-391-3048*** Work#: ***848-391-3048***

Signature: ***Maureen A Quigley***

Date: ***May 11, 2021***

**DANIEL ANDERL LOVE IS LIGHT 5K  
JULY 18, 2021  
NORTH BRUNSWICK COMMUNITY PARK**

**Narrative:**

The inaugural Daniel Anderl Love is Light 5K is an event planned for Saturday, July 17, 2021 with a rain date of Sunday, July 18, 2021 in the North Brunswick Community Park, North Brunswick Township, New Jersey. The event times to include set up and clean up are estimated 6:00 a.m. to 3:00 p.m.

The purpose of this event is for scholarship fundraising in honor of Daniel Anderl. The sponsor of this event is Saint Joseph High School, 145 Plainfield Avenue, Metuchen, New Jersey.

**Checklist:**

**Police:**

Ms. Lou Ann Benson, Director of Parks, Recreation and Community Services has communicated with the Department of Public Safety, Chief Battaglia to assess this event and arrange for the proper staff and advise the fees and costs to event sponsor.

Contract documents have been forwarded to Saint Joseph High School from the NB Police Department are currently in the process of signature and finalization.

**Public Works:**

Event Volunteers will assist Public Works staff with emptying trash bags and assisting where needed. Public Works staff will be needed for this event; any cost or fees associated with this staff should be directed to the event sponsor along with any necessary paperwork/contract needed for signature by the sponsor.

Bathrooms are requested; based on the status of Covid protocol, public bathrooms or Port-O-Johns are required.

Set up of tables, chairs and tents (if needed), will require the assistance of both the event volunteers and the Public Works staff. The same will follow for clean up and breakdown of the event.

**Medical:**

Ms. Lou Ann Benson, Director of Parks, Recreation and Community Services will send a request to the North Brunswick First Aid Squad for assistance and presence at this event through its entirety.

**Food:**

No food service is planned or expected to be offered by the sponsor. Tables with water and healthy granola bars will be set up for participants to have as their needs required. Volunteers will be distributing at designated tables.

**Certificates of Insurance:**

COI will be provided by the Saint Joseph Business Office for both the General Permit and The Off-Duty Police Contract as per the requirement set forth by each entity.

**AGREEMENT  
BY AND BETWEEN:  
THE TOWNSHIP OF NORTH BRUNSWICK  
(hereinafter referred to as the "Municipality")**

**AND**

**Saint Joseph High School (Metuchen, NJ)  
(hereinafter referred to as "Employer")**

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WHEREAS, the Employer herein named desires to hire and retain police officers during their off duty hours, which officers are regularly employed by the Municipality; and

WHEREAS, the Municipality agrees to permit the utilization of these police officers during their off duty hours.

NOW THEREFORE, both parties mutually agree:

1. The Employer shall pay to the Municipality the sum of **\$59.75** per hour, per officer, for police officers assigned to the Employer by the Municipality for services, such as security, crowd control, traffic control, or other related duties, approved by the Municipality's Director of Police.
2. The Employer shall hold the Municipality harmless from any and all claims that may arise as the result of activities or actions of the police officer hired by the Employer.
3. The Employer shall provide the Municipality, prior to the hiring of the Municipality's police officer(s), with a Certificate of Insurance from an Insurance Company acceptable to the Municipality evidencing, and disclosing not less than \$1,000,000.00 in General Liability, as well as a properly executed copy of this Agreement insuring to the benefit of the Municipality and shall maintain said coverage at all times that a police officer of the Municipality is employed by the Employer.
4. A minimum of 4 Hours is required for any scheduled job.

5. For first time employers, payment is required the day of the detail in the form of a check made out to: The Township of North Brunswick. Any subsequent jobs will be invoiced after the job is completed.

6. Job cancellations must be made two (2) hours prior to the scheduled start of the detail. Failure to make timely notification will be billed a minimum the four (4) hours per officer. Notification is to be made through the North Brunswick Police Dispatch at (732) 545-3200.

7. Signed and sealed this 14 day of MAY by the corporate officers of the Municipality and the Employer.

**ATTEST:**

Mawreen Quigley  
Employers printed name

James J. Quigley  
Signature

SAINT JOSEPH HS  
Director of Events

\_\_\_\_\_  
Director of Police Signature

848-391-3048  
Employers contact number

MQUIGLEY@Stjoes.org  
Employers Email Address (Preferred for billing purposes)

N/A  
Employers Fax Number

**Police Contact:**

Ptl. Ernie Hanrahan / Ptl. Chris Trokovich  
P.O. Box 7245  
North Brunswick, NJ 08902  
Fax # (732) 247-0414  
Voice Mail (732) 247-0922 x389  
Police Desk (732) 545-3200  
Email: pbaodc@northbrunswicknj.gov

North Brunswick Memorial Day 5K 2015  
North Brunswick Community Park, North Brunswick, NJ

NJ15521JHP

Effective 5/18/2015 to 12/31/2026



ALL DIRECTIONS ARE GIVEN RELATIVE TO THE RUNNING DIRECTION.

**Start:** On park road 8 feet west of the fire hydrant on the north side of the road that is between the Dog Park parking lot and the bridge.

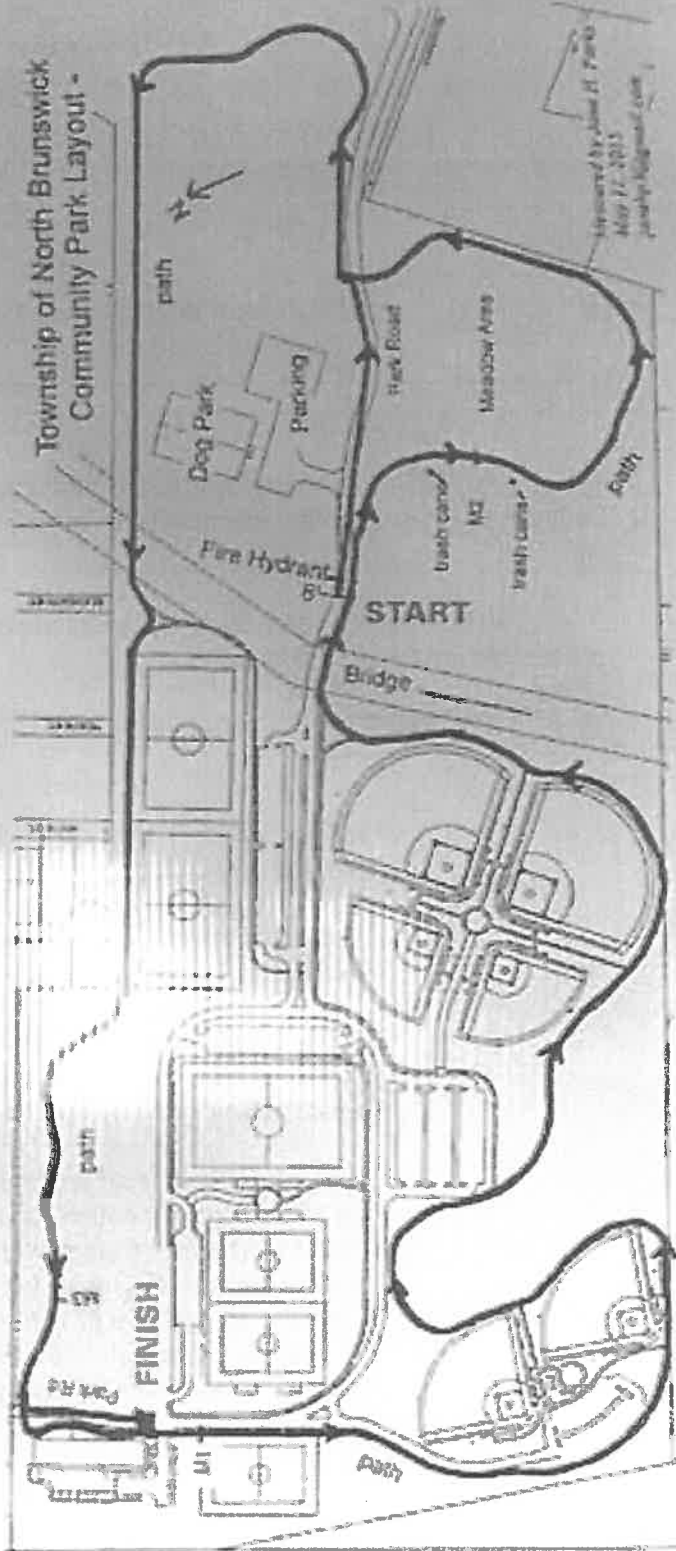
**Mile 1:** On park path 55 feet before the "Caution Children Playing" sign on the left and 55 feet 6 inches after the chain link fence at the maintenance parking lot on the right.

**Mile 2:** On park path, 87 feet after the first set of trash cans on the right and 56 feet before the second set of trash cans on the right running south around the meadow area.

**Mile 3:** On park path, 14 feet before the Mile 2 sign on the left for the path loop distance.

**Finish:** On park road by the maintenance area at the southern edge of the stop sign line in the road.

**Course Notes:** The course is a loop and it ends on the outermost path around the park. The course starts and finishes on the park road.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/11/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Artex Risk Solutions, Inc. (CB) 2850 Golf Road, 5th Floor Rolling Meadows IL 60008-4050		<b>CONTACT NAME:</b> Christian Brothers Services <b>PHONE (A/C, No, Ext):</b> 800-807-0300 <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b> 630-378-2508	
<b>INSURED</b> Brothers of the Christian Schools & Affiliates Loc #1097002 SAINT JOSEPH HS BROS OF SACRED HEART 1205 Windham Parkway Romeoville IL 60446-1679		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Pennsylvania Manufacturers Assoc Ins Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
CHRIBRO-14		<b>NAIC #</b> 12262	

**COVERAGES**      **CERTIFICATE NUMBER:** 560749931      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y N	822000 0998922	6/15/2020	6/15/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Included \$
	AUTOMOBILE LIABILITY  ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Only the General Liability coverage will apply on a Primary and Non-Contributory basis (per attached endorsement) if required by fully executed written contract. Certificate Holder is added as an Additional Insured (per the attached endorsement) for General Liability coverage solely, strictly, and specifically with regards to:  
upcoming Daniel Anderl Love is Light 5K Run/Walk Fund Raiser at the North Brunswick Community Park per dates and times agreed upon.

<b>CERTIFICATE HOLDER</b>  The Township of North Brunswick, New Jersey 710 Hermann Road North Brunswick NJ 08902	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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## Lisa Russo

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**From:** Maureen Quigley <mquigley@stjoes.org>  
**Sent:** Thursday, May 13, 2021 8:58 PM  
**To:** Lisa Russo  
**Cc:** Maureen Quigley  
**Subject:** Friday May 14

Hi Lisa,

If your schedule permits, can we talk on Friday morning between 9:30 and 10 am regarding the Danny 5k/Saint Joe's?

My husband had major surgery and I am his caregiver - I need to work around his caring.

My cell is 848-391-3048.

Thank you, Maureen

**Lisa Russo**

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**From:** Lou Ann Benson  
**Sent:** Friday, May 14, 2021 12:20 PM  
**To:** Mac Womack; Carlo Socio  
**Cc:** Justine Progebin; Lisa Russo; Sonia Brown; Janice Larkin  
**Subject:** update 5k walk / run - Judge Salas event Saturday , July 17 / July 18 - Community Park

***Good Morning Mayor Mac and Council President Socio,***

Last evening, Thursday, May 13 I attended the planning weekly meetings for Judge Salas, son (in memory of Daniel) in regards to the 5k run / walk event scheduled at the North Brunswick Community Park on Saturday, July 17 , with a rain date of Sunday, July 18 . Good progress has been made . The event form was filed with the Township clerk's office and the item is scheduled to be on the Township agenda for the **Monday, May 24 meeting.**

The insurance coverage will be presented to the Township for June 1<sup>st</sup>.

Wednesday, June 2 at 5:00pm I have scheduled a site meeting with the group for all volunteers to become familiar with how set up will take place. ( much like the Township's 5k run and walk)

I will send a detailed e mailed over the weekend with additional information, just wanted to advise on the above.

Mayor Womack thank you for providing me the opportunity to work with some of the most amazing and caring individuals I have met in my life. Through this heart wrenching situation, students will seek scholarship's and Daniel's memories will be carried forward.

If any one has any questions, I am best reachable at 732 902 1590. Have a wonderful weekend all.

Sincerely,

*Lou Ann*

*Lou Ann Benson*  
*Director*

**North Brunswick Parks, Recreation, and Community Services**  
**Municipal Alliance Coordinator**  
**710 Hermann Road**  
**North Brunswick, NJ 08902**  
**732-247-0922 ext. 475**  
**fax: 732-247-0979**



## Lisa Russo

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**From:** Lou Ann Benson  
**Sent:** Sunday, May 16, 2021 10:25 AM  
**To:** Eric Chaszar  
**Cc:** Mac Womack; Carlo Socio; Carmella Varga; Mark Cafferty; Justine Progebin; Lisa Russo; Janice Larkin  
**Subject:** Inaugural Daniel Anderl - LOVE IS LIGHT- 5k run / walk ( in memory of Judge Salas son) Saturday, July 17 - Sunday, July 18 - North Brunswick Community Park

Good Morning Eric,

I hope my communication finds you well.

The Mayor and Township Council Members will formally be receiving the event form for review of the above subject request on Monday, May 24. I have been attending weekly meetings with the committee for the above event. The below items are requested on the day of the 5k run / walk scheduled for Saturday, July 17 or Sunday, July 18 only as the rain date at the North Brunswick Community Park.

The set up is almost the exact to the Township hosted 5k run / walk. The organization would need please a cost for a supervisor and three staff members for the hours of 6:00am -1:30 pm. Please provide the cost for staff for a Saturday and Sunday work time. (Sunday would only be needed as a rain date. ) Kindly provide an estimated cost by Wednesday, May 19 I will provide cost to the committee for their budget planning.

Items needed for morning of the event:

The DPRCS Finish Line - inflatable with a generator- set up morning of event- please have staff take out and check item is in working condition.

Awards blocks

Mile markers

Event signs

Sound system

Platform for awards

The pathway way prepared and checked for safety Gators used by Township staff

Kindly advise how many white and black tables can the Township supply?

How many tents are available and in working condition?

I will need please information for Wednesday, May 19 . This will assist the organization in knowing if they need to purchase/ rent additional items.

I will be scheduling a meeting with all Township staff members working the event as we get closer to review logistics.

If there are any questions, please contact me at 732 902 1590. I appreciate your assistance. I will be reporting back to the organization on Thursday, May 20, 2021.

Have a good day.

Sincerely,

LouAnn

LouAnn Benson