

Attachment A: TO BE COMPLETED AT LEAST 90 DAYS BEFORE EVENT

**APPLICATION FOR USE OF THE SOUTHEAST QUADRANT
OF JOE PALAIA PARK**

Please complete and submit to: DEPARTMENT OF HUMAN SERVICES
601 DEAL RD.
OCEAN, NJ 07712
732-531-2600 (phone)/732-517-8567 (fax)
jjohnson@oceanwp.org

NAME OF ORGANIZATION: Vin Gopal Civic Association

ADDRESS OF ORGANIZATION: 97 Apple St., Tinton Falls, NJ 07724

TELEPHONE OF ORGANIZATION: (917) 208-6761 TAX ID #: 46-2701460

NAME OF EVENT CONTACT PERSON: Meg Thomann

ADDRESS OF EVENT CONTACT PERSON: 97 Apple St., Tinton Falls, NJ 07724

TELEPHONE OF EVENT CONTACT PERSON: (Day) (Cell) (917) 208-6761

CONTACT EMAIL ADDRESS: vingopalcivic@gmail.com

TYPE OF EVENT: Community Day for VFWs + American Legions

DATE(S)/DAY(S) OF EVENT: Oct. 16, 2021 M T W T H F S N

TIME OF SET UP: 10

EVENT HOURS: 11am - 4pm

CLEAN UP COMPLETE: 4-5pm

Please indicate times for all requested days

ESTIMATE OF NUMBERS ATTENDING THE EVENT: 300

DO YOU PLAN TO SELL OR ALLOW (please specify) CONSUMPTION OF ALCOHOL? yes
(If yes, following preliminary approval and event plan review, authorization from the Township Council and/or Department of Human Services is necessary)

HAVE YOU SPONSORED AN EVENT AT THIS SITE WITHIN THE LAST YEAR? Y N
If so, indicate event:

We understand the policies of the Township of Ocean regarding the organizational use of Joe Palaia Park and agree to abide by them. We have been duly authorized by the Organization named above to make application for the use of this site and if permitted to sponsor the event described above.

Vin Gopal
President/Executive Officer

Mary Lynn Johnson
Event Contact Person

FOR ADMINISTRATIVE USE ONLY

Security check # _____ in the amount of \$ _____ received on _____
Staff initials _____

Attachment B continued

- 10) IF THERE IS A NEED FOR ELECTRICAL POWER, INCLUDE LOCATION OF GENERATOR IF ONE IS TO BE USED

TBD

- 11) REFUSE PLAN (Include number and location of dumpsters and recycling containers as well as planned delivery date and pick-up. Include name and address of vendor)

TBD

- 12) PLEASE ATTACH CERTIFICATE OF INSURANCE, PERMITS, AND HOLD HARMLESS FORMS FROM SPONSORING ORGANIZATION(S), AMUSEMENT VENDOR, AND FIREWORKS VENDOR (If applicable)

- 13) PLEASE ATTATCH MAP OF AREA WITH ACTIVITIES NOTED

NAME OF CONTACT PERSON: Meg Thumann

ADDRESS OF CONTACT PERSON: 97 Apple St.

Tinton Falls, NJ 07724

TELEPHONE OF CONTACT PERSON:

(DAY #)

(HOME #)

(CELL #)

(917) 208 6741

SIGNATURE OF CONTACT PERSON:

Mary M. [Signature]



VINGOPA-01

JESSICAELIE

DATE (MM/DD/YYYY)

9/9/2021

CERTIFICATE OF LIABILITY INSURANCE

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).

PRODUCER NFP Property & Casualty Services, Inc. 360 Mount Kemble Avenue Morristown, NJ 07960	CONTACT NAME: Christine Scioscia		
	PHONE (A/C, No, Ext): (973) 867-0736 70736	FAX (A/C, No):	
	E-MAIL ADDRESS: chris.scioscia@nfp.com		
INSURED Vin Gopal Civic Association 97 Apple St Tinton Falls, NJ 07724	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: United States Liability Insurance Company		25895
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			NBP1562250	9/9/2021	9/9/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE					EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) 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)

CERTIFICATE HOLDER

CANCELLATION

Township of Ocean
399 Monmouth Rd.
Oakhurst, NJ 07755

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dan P. P...

From: Vin Gopal Civic Association [mailto:vingopalcivic@gmail.com]
Sent: Tuesday, September 07, 2021 1:02 PM
To: Jen Nordstrom; Mike Butrico
Subject: Materials and guidelines for Oct 16 event

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mike and Jennifer,

Hope you both enjoyed your last weekend of summer! Thanks so much for filling me in on the details needed for our event on 10/16. The insurance policy is just about ready and we are working on the other details. I just wanted to mention that I haven't received an email with all the instructions that we discussed on Friday. Apologies if it came through and I missed it. Would you please send at your earliest convenience?

Thanks again!

Meg Thomann

Jen Nordstrom

Fri 9/10/2021 1:15 PM



To: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Great, thank you! Can you also just pass the word along to the appropriate person that we are having our 9/11 Ceremony tomorrow at 8:30 am. Things will start promptly at 8:45. I passed this info along to one of the interns but I am not sure if the Senator is planning to attend.

I am leaving the office for the day. If anyone has any questions, I can be reached by email or by my cell phone (908) 489-1626.

Thank you!

Jennifer R. Nordstrom

Township of Ocean

Administrative Assistant/Special Events Coordinator

601 Deal Road

Ocean, NJ 07712

(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Sent: Friday, September 10, 2021 12:29 PM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Subject: Re: Fair/Festival Forms

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen,

I will let them know right away.

Thanks,

Meg

Sent from my iPhone

On Sep 10, 2021, at 12:08 PM, Jen Nordstrom <jnordstrom@oceantwp.org> wrote:

Hi Meg...they do need a couple changes to the Cert of Ins.

Please see the message below

Good Morning - They just need to have the location of the event listed in the description box. Joe Palaia Park or 200 Whale Pond Road. It should also list the Township of Ocean as additional

insured.

Thank you.

JJ

Jessie M. Joseph, RMC/CMC/CMR

Deputy Township Clerk
Registrar of Vital Statistics
Township of Ocean
399 Monmouth Road
Oakhurst, NJ 07755
732-531-5000 ext. 3322
732-531-6970 (Fax)
jjoseph@oceantwp.org

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Sent: Thursday, September 9, 2021 2:13 PM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Subject: Re: Fair/Festival Forms

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen,

Here is the insurance form. Please let me know if this is sufficient.

Thanks so much!

Meg

On Thu, Sep 9, 2021 at 1:22 PM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:
ok, thanks

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Sent: Thursday, September 9, 2021 12:31 PM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Subject: Re: Fair/Festival Forms

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jennifer,

They were missing a signature, so we're just waiting for them to bind it now. Should be back shortly. I am chasing them hourly.

Meg

On Thu, Sep 9, 2021 at 11:46 AM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:

Please email me the insurance rider as soon as possible.

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Sent: Thursday, September 9, 2021 9:33 AM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Subject: Re: Fair/Festival Forms

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen,

I have the insurance rider ready. Where should I send it? I believe it will be needed tonight for a council meeting?

Thanks!

Meg

On Tue, Sep 7, 2021 at 4:19 PM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:

Hi Meg, I have attached the different forms we spoke about.

You will need the phone number for our Fire Marshall, Craig Flanagan to notify him of any food trucks you may be having at the event. 732-229-8059

The Food License that they need is the Special Events License that is \$10 for the day. Any food questions can be directed to Lisa Muscillo at the Monmouth County Regional Health Department. 732-493-9520

Our choice of DJs would be Steve Spiezio at A&S Sounds. His phone number is 732-996-1482

Lauren Faccone is the contact at Party Perfect. I know you have their phone number and catalog. She is great.

Hope this helps!

Jennifer R. Nordstrom

Township of Ocean

Administrative Assistant/Special Events Coordinator

601 Deal Road

Ocean, NJ 07712

(732) 531-2600 x6220

From: DownstairsScanner@oceantwp.org <DownstairsScanner@oceantwp.org>

Sent: Tuesday, September 7, 2021 3:19 AM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Subject: Message from KM_C759

WF Event—Revised Cert of Insurance

JJ

Jessie Joseph
Fri 9/17/2021 8:43 A
To: Jen Nordstrom



Thankyou – Looks perfect!

Jessie M. Joseph, RMC/CMC/CMR
Deputy Township Clerk
Registrar of Vital Statistics
Township of Ocean
399 Monmouth Road
Oakhurst, NJ 07755
732-531-5000 ext. 3322
732-531-6970 (Fax)
jjoseph@oceantwp.org

From: Jen Nordstrom
Sent: Thursday, September 16, 2021 2:18 PM
To: Jessie Joseph <jjoseph@Oceantwp.Org>
Subject: Fw: VWF Event—Revised Cert of Insurance

Please see below!

Jennifer R. Nordstrom
Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>
Sent: Thursday, September 16, 2021 1:52 PM
To: Jen Nordstrom <jnordstrom@Oceantwp.Org>
Subject: VWF Event—Revised Cert of Insurance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen,

Here is the revised certificate of insurance as requested. Please let me know if there are any further changes.

All the best,

Meg Thomann

Vin Gopal Civic Association <vingopalcivic@gmail.com>

Mon 9/27/2021 12:38 PM

To: jjohnson@oceanwp.org

Cc: Jen Nordstrom



10.16 Event Applucation....

495 KB



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Please find our application for our Community Fair and Family Day event at Joe Palaia Park on 10/16 attached. We realize that more details will need to be added. The insurance has already been submitted.

Thanks so much,

Meg Thomann
VGCA

n Nordstrom

Tue 9/28/2021 2:44 PM

To: Vin Gopal Civic Association <vingopalcivic@gmail.com>



Definitely start blasting this all over Facebook. Post it to all the surrounding town pages, it really works.

Ocean Cares
Middletown
West Long Branch Residents
Overheard in Asbury Park
Tinton Falls, Eatontown, Shrewsbury News

I am sure you have a massive database that you can email this too as well.

I will see if I am allowed to post within our Town as well.

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Sent: Tuesday, September 28, 2021 2:34 PM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Subject: Re: Site Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen - Attached is the flyer. Thank you SO much for your help. You have been incredible.

Alexa (I work with Meg)

On Tue, Sep 28, 2021 at 1:57 PM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:

Meg, if you have a flyer for your event, send me a copy. And I will share with you all the Facebook pages I promote my stuff on so you can post it on those pages and get this event advertised.

Get [Outlook for iOS](#)

From: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Sent: Tuesday, September 28, 2021 11:24:15 AM

To: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Subject: Re: Site Plan

Oh good!

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>
Sent: Tuesday, September 28, 2021 11:23 AM
To: Jen Nordstrom <jnordstrom@Oceantwp.Org>
Cc: Alexa Palmieri <alexabpalmieri@gmail.com>
Subject: Re: Site Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes, the emails are pouring in! Thank you so much! See you tomorrow at 2pm!

Meg Thomann

On Tue, Sep 28, 2021 at 9:52 AM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:
Meg, sounds like some of my vendors from this past weekend are interested and are contacting you. I shared your email with them.

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>
Sent: Tuesday, September 28, 2021 9:13 AM
To: Jen Nordstrom <jnordstrom@Oceantwp.Org>
Cc: Alexa Palmieri <alexabpalmieri@gmail.com>
Subject: Re: Site Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Does 2pm work for you? Thanks so much!

Meg

Sent from my iPhone

On Sep 28, 2021, at 9:07 AM, Jen Nordstrom <jnordstrom@oceantwp.org> wrote:

Sure, what time were you thinking?

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>
Sent: Monday, September 27, 2021 8:54 PM
To: Jen Nordstrom <jnordstrom@Oceantwp.Org>
Cc: Alexa Palmieri <alexabpalmieri@gmail.com>
Subject: Re: Site Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen,

Thanks again for taking the time to speak with me today and for offering to send that email blast out to your vendors. I have a lot of calls to make tomorrow!

Alexa and I were wondering if you might be available to meet us at the park on Wednesday afternoon? We just want to get our heads wrapped around the space and the layout, and I'll also need to sketch it out for ABC. Thanks again!

Meg

On Mon, Sep 27, 2021 at 4:08 PM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:

Meg, when you have a chance, please give me a call to discuss some of your plans for 10/16.

Thanks!

Jennifer R. Nordstrom

Township of Ocean
Administrative Assistant/Special Events Coordinator
601 Deal Road
Ocean, NJ 07712
(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>
Sent: Monday, September 27, 2021 3:00 PM
To: Jen Nordstrom <jnordstrom@Oceantwp.Org>
Cc: Alexa Palmieri <alexabpalmieri@gmail.com>
Subject: Site Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jen,

I will need to provide a site plan to ABC in order to obtain the liquor license. Would it be possible for me to meet you or anyone from your office some time this week to take a look at the site and figure out the best way to lay out the event? Since you have done this before, I figured you already have the best layout figured out. Thanks so much!

Meg

in Gopal Civic Association <vingopalcivic@gmail.com>

Wed 9/29/2021 5:06 PM

To: Mike Butrico

Cc: Jen Nordstrom; Mike Sorrentino



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you Mike—it was lovely meeting you and Jen today—and nice to meet you, Chief. We will be finalizing the plan for ABC before the end of the week, but I am certain it will be in that corner area we discussed today. I like that it is surrounded by fences on 2 sides. Thanks again!

Meg Thomann

On Wed, Sep 29, 2021 at 3:41 PM Mike Butrico <mbutrico@oceantwp.org> wrote:

Hi Meg,

It was nice meeting with you today at the band shell. I cc'd Chief Sorrentino on this email. You will have to email him the site plan that you submit to ABC and other event info. If you have any other questions feel free to reach out.

Good luck!!

Mike Butrico

Recreation Director

Township of Ocean

601 Deal Road

Ocean, NJ 07712

732.531.2600

www.oceantwp.org

en Nordstrom

Thu 9/30/2021 8:57 AM



To: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Cc: Alexa Palmieri <alexabpalmieri@gmail.com>

It was great meeting you as well!

Jennifer R. Nordstrom

Township of Ocean

Administrative Assistant/Special Events Coordinator

601 Deal Road

Ocean, NJ 07712

(732) 531-2600 x6220

From: Vin Gopal Civic Association <vingopalcivic@gmail.com>

Sent: Wednesday, September 29, 2021 6:26 PM

To: Jen Nordstrom <jnordstrom@Oceantwp.Org>

Cc: Alexa Palmieri <alexabpalmieri@gmail.com>

Subject: Re: site plan and suggestion

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jen, you are the best! Thank you so much for taking the time to meet us and sharing your secrets for having a great event. We are so excited to be working with you and I appreciate all your time and collaboration!

Thanks again!

Meg & Alexa

On Wed, Sep 29, 2021 at 4:14 PM Jen Nordstrom <jnordstrom@oceantwp.org> wrote:
please see attached

Jennifer R. Nordstrom

Township of Ocean

Administrative Assistant/Special Events Coordinator

601 Deal Road

Ocean, NJ 07712

(732) 531-2600 x6220