

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT

Pg 1 of 13

NEWBURYPORT SPECIAL EVENT APPLICATION

2024 APR -2 P 3:01

Tel.

Fax.

(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

NAME OF EVENT: Newburyport Lions Y.H. 10m & 5k Road Race

Date: July 30th 2024 Time: from 6pm to 8:30pm

Rain Date: N/A Time: from _____ to _____

2. Location*: Newburyport Highschool & NBPT Streets

*Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: N.H.S. Grounds & 1 room at H.S. Public Private

4. Name of Organizer: Newburyport Lions Club City Sponsored Event: Yes No

Contact Person Robert LaFrance

Address: 6 Gulf Lane^{winds} Salisbury, MA Telephone: 978-270-3951

E-Mail: omartent@icloud.com Cell Phone: 978-270-3951

Day of Event Contact & Phone: Bob LaFrance 978-270-3951

5. Number of Attendees Expected: 2700

6. MA Tax Number: 47-3532870 EIN 47-3532870

7. Is the Event Being Advertised? yes Where? social media, radio, newspaper

8. What Age Group is the Event Targeted to? 8-80years

9. Have You Notified Neighborhood Groups or Abutters? Yes No , Who? Toppans Ln, Marlboro St

Rolfes Lane, Ocean Ave, Withcomb Ave, Curzon, Dale, Hallisy, Ferry

ACTIVITIES: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending*: Food Beverages Alcohol Goods Total # of Vendors N/A

*If checked, signature from Health Director required (Page 3)

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music DJ Radio/CD

Performers Dancing Amplified Sound Stage

C. Games /Rides: Adult Rides Kiddie Rides Games Raffle

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes No

Pg 2 of 13

If yes:

- a) How many trash receptacles will you be providing? 8
- b) How many recycling receptacles will you be providing? 8
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
 - i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
 - ii. Name of disposal company: **Trash** _____ **Recycling** _____
 - iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes _____ No
 - iv. If no, where will the trash & recycling be disposed ? city &hs custodians, and Molly Ettenborough

If no:

- a) # of trash container(s) to be provided by DPS 8 Lions pay custodians
- b) # of recycling container(s) to be provided by Recycling Office 8 city health dep
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.
All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)

18 Standard # 2 ADA accessible

Name of company providing the portable toilets: Reds Restrooms 978-904-1699

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

Pg 3 of 13

PARADE _____

ROAD RACE _____ X _____

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:
Newburyport Lions Club

2. Name, Address & Daytime Phone Number of Organizer:

Co-Chair Bob LaFrance 978-270-3951

6 Gulf Lane Salisbury, MA

Bruce Munick 781-771-6616
27 Rivercrest Dr, W. Newbury MA

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up

Lions Club 978-270-3951

HS Custodians 978-465-4440

4. Date of Event: July 30th 2024 Expected Number of Participants: 2700

5. Start Time: 6pm Expected End Time: 8:30pm

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route): see attached

7. Locations of Water Stops (if any): see attached

8. Will Detours for Motor Vehicles Be Required? no If so, where? npd & newbury police will coordinate

9. Formation Location & Time for Participants:

10. Dismissal Location & Time for Participants:

11. Additional Parade Information:

• Number of Floats: N/A

• Locations of Viewing Stations:

• Are Weapons Being Carried: Yes No

• Are Marshalls Being Assigned to Keep Parade Moving: Yes No

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

CITY MARSHAL [Signature] 4 Green St.

FIRE CHIEF [Signature] 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way

CITY CLERK [Signature] 60 Pleasant St.

HEALTH DIRECTOR _____ 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

Pg 4 of 12

DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

<i>Approval Required</i>	Date: _____	Signature _____
___	1. Special Events: _____	
___	2. Police: _____	
	Is Police Detail Required: _____	# of Details Assigned: _____
___	3. Traffic, Parking & Transportation: _____	
___	4. ISD/Health: _____	
___	5. Recycling: _____	
___	6. ISD/Building: _____	
___	7. Electrical: _____	
___	8. Fire: _____	
	Is Fire Detail Required: _____	# of Details Assigned: _____
___	9. Public Works: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	
	Yes: \$ _____ due on _____	No Fee for Special Events applies
	Other requirements/instructions per DPS _____	
___	10. Parks Department: _____	
___	11. License Commission _____	

The departments listed above have their own application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments

Sec. 13-97. - Road races, walkathons, bicycle and other multidisciplined events.

195 of 12

(a) *Short title.* This section may be cited as the "road races, walkathons and bicycle events."

(b) *Purpose and intent.* The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) *Definitions.*

(1) *Road race.* A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(2) *Walkathon.* A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(3) *Bicycle race.* A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(4) *Multidisciplined event.* A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.

(5) *Event.* Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) *Limitations.*

(1) *Procedure.* All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application(s), shall be included as part of the city council application.

The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.

(2) *Exemptions.* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.

(3) *Course map.* All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbormasters departments prior to submission to the city clerk.

(4) *Electronic amplifier.* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.

(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,

Pg 6 of 12

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

(6) *Insurance.* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).

(7) *Event termination.* If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.

(8) *Event and traffic security.* The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.

(9) *Clean-up.* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

10) *Parking.* The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.

(11) *Notification of previous event organizers.* To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.

(12) *Simplification.* Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.

(13) *Americans with Disabilities Act.* Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) *Enforcement.*

(1) *Regulations.* Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.

(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.

(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.

(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: Robert LaFrance Date: 4-18-24

Newburyport Lions 2024 Yankee Homecoming

10 Mile Road Race
Formerly MA23001BK
Newburyport, Massachusetts

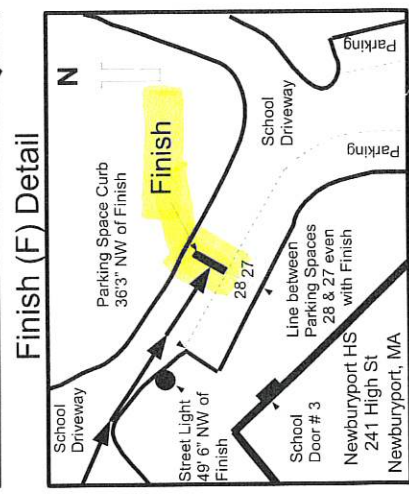
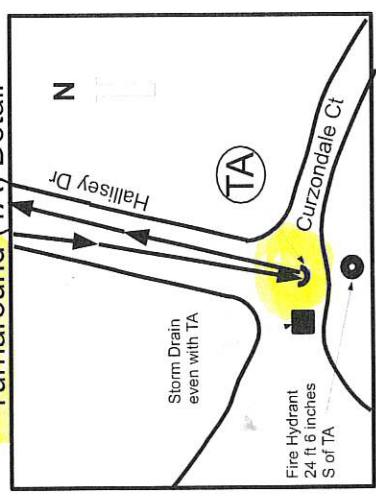
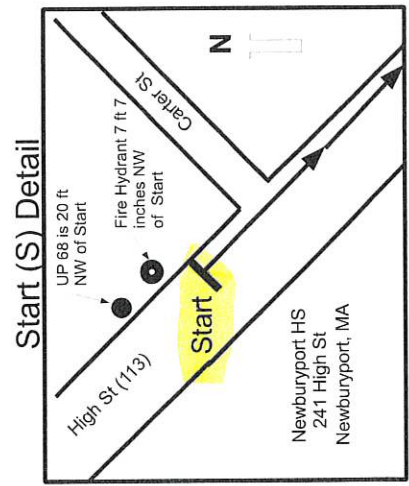
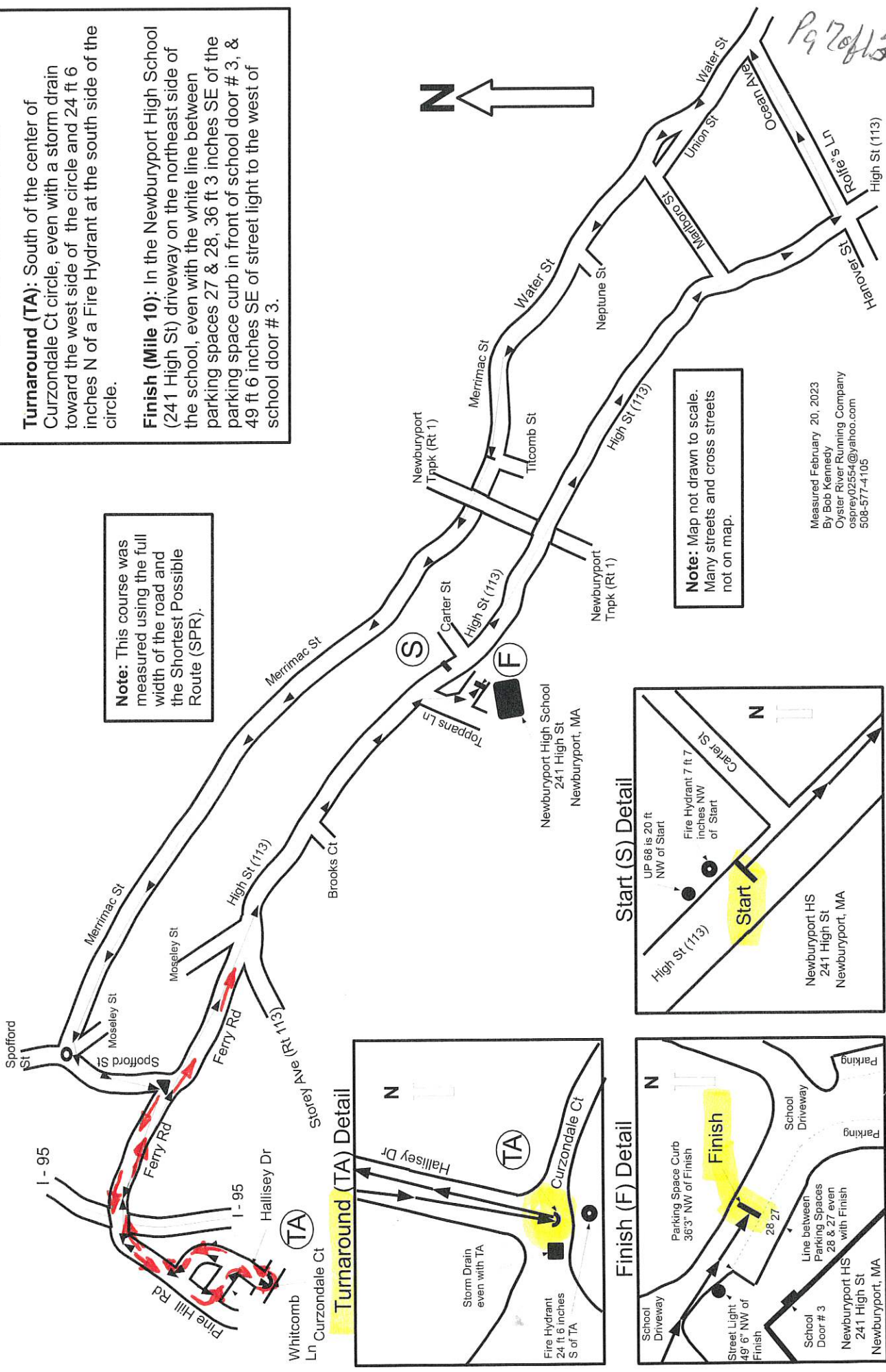
Start, Turnaround & Finish are marked with yellow paint. (UP = Utility Pole).

Start: On the northeast side of High St (Rt 113) 55 ft 6 inches NW of Carter St, 7 ft 7 inches SE of a Fire Hydrant & 20 ft SE of UP 68.

Turnaround (TA): South of the center of Curzondale Ct circle, even with a storm drain toward the west side of the circle and 24 ft 6 inches N of a Fire Hydrant at the south side of the circle.

Finish (Mile 10): In the Newburyport High School (241 High St) driveway on the northeast side of the school, even with the white line between parking spaces 27 & 28, 36 ft 3 inches SE of the parking space curb in front of school door # 3, & 49 ft 6 inches SE of street light to the west of school door # 3.

Note: This course was measured using the full width of the road and the Shortest Possible Route (SPR).



Note: Map not drawn to scale. Many streets and cross streets not on map.

Measured February 20, 2023
By Bob Kennedy
Oyster River Running Company
osorey02554@yahoo.com
508-577-4105

Pg 7 of 12



Yankee Homecoming 5K Road Race

Newburyport, Massachusetts

USATF Certificate MA19006BK

Effective July 14, 2019 to December 31, 2029

Start & Miles are marked with blue paint & a P-K nail. Finish marked with white paint & a P-K nail (UP = Utility Pole).

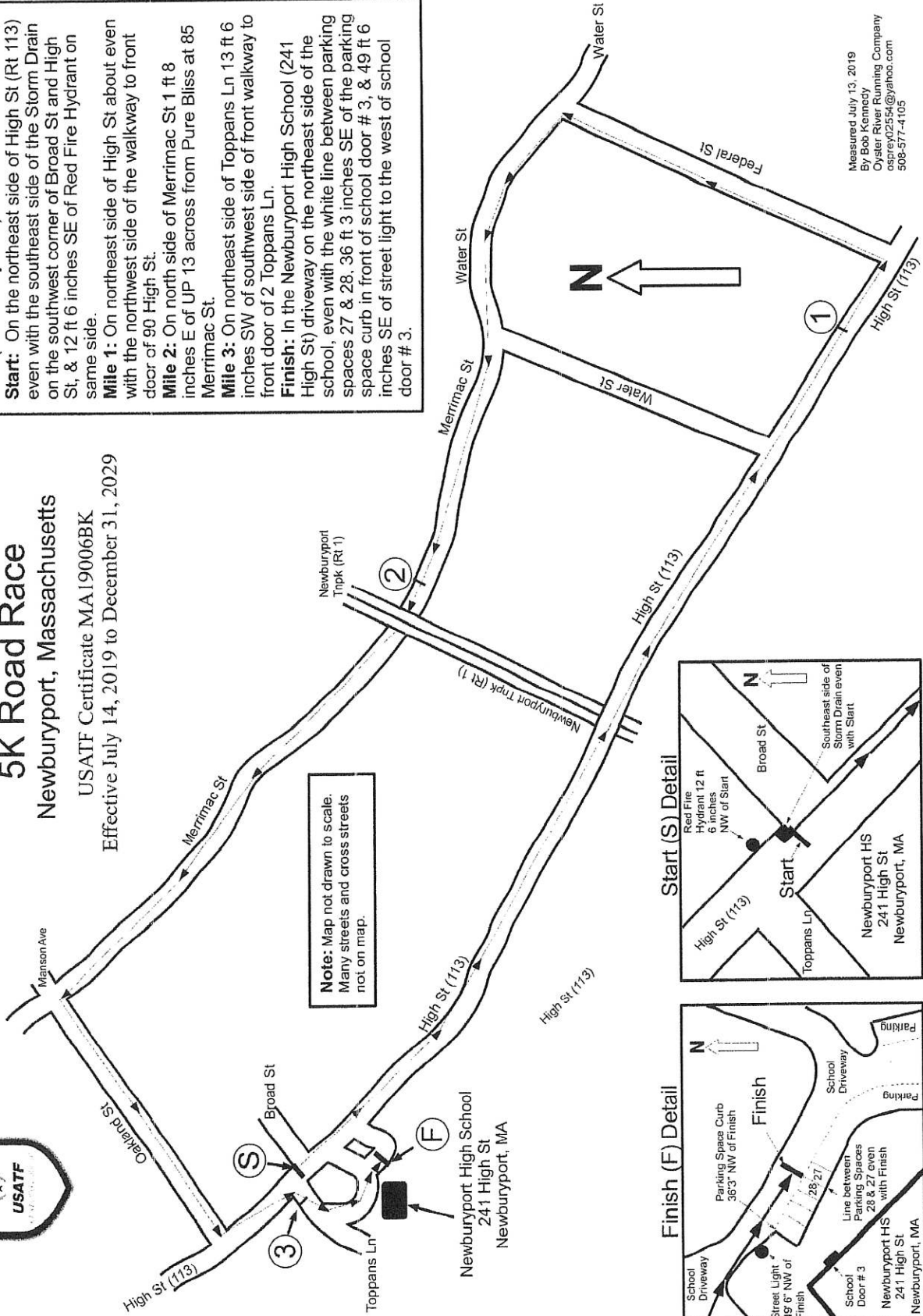
Start: On the northeast side of High St (Rt 113) even with the southeast side of the Storm Drain on the southwest corner of Broad St and High St, & 12 ft 6 inches SE of Red Fire Hydrant on same side.

Mile 1: On northeast side of High St about even with the northwest side of the walkway to front door of 90 High St.

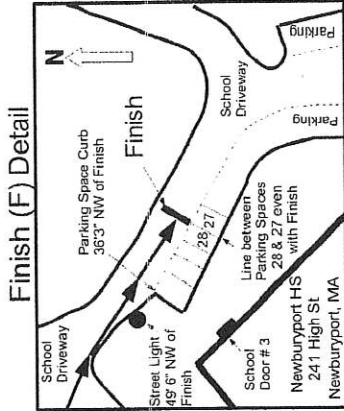
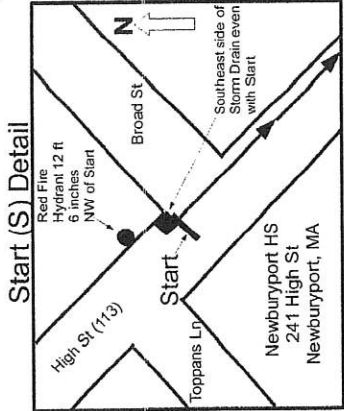
Mile 2: On north side of Merrimac St 1 ft 8 inches E of UP 13 across from Pure Bliss at 85 Merrimac St.

Mile 3: On northeast side of Toppans Ln 13 ft 6 inches SW of southwest side of front walkway to front door of 2 Toppans Ln.

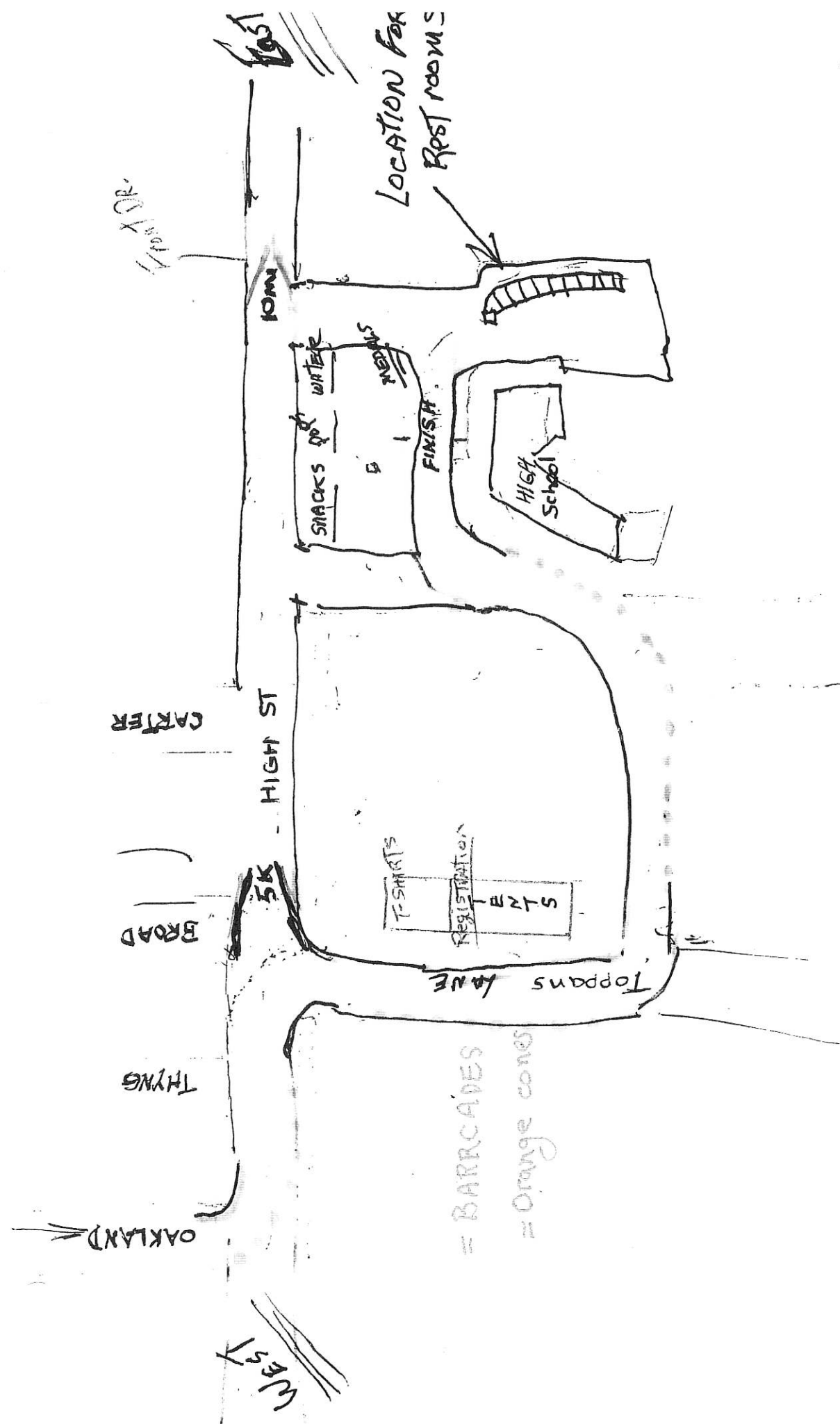
Finish: In the Newburyport High School (241 High St) driveway on the northeast side of the school, even with the white line between parking spaces 27 & 28. 36 ft 3 inches SE of the parking space curb in front of school door # 3, & 49 ft 6 inches SE of street light to the west of school door # 3.



Note: Map not drawn to scale. Many streets and cross streets not on map.



Measured July 13, 2019
By Bob Kennedy
Oyster River Running Company
osprey02554@yahoo.com
508-577-4105



NBPT LIONS
 Yankee Homecoming Race 2021

= BARRICADES
 = Orange cones

LIONS YH ROAD RACE WATERSTOPS

<u>Names/address</u>	<u>phone #</u>	<u>CUPS</u>	<u>TABLES</u>	<u>BARRELS</u>	<u>BOARDS</u>	<u>PLASTIC BAGS</u>	<u>T-shirt</u>
The Welch Family 39 High Street	508-496-2254 (1.3Mile)	1000	0	0	0	8	10
Rolfe's Lane Sean Perkins Foundation, Contact ...Alexandra Carpenter	Sean Perkins team 978-417-9457 (2.2Mile)	1000	0	0	0	?? 45 GAL.	6
Starboard Galley 55 Water St.	978-462-1326 (3.6Mile)	4000	6	6	8	12	24
Dave Kerry 437 Merrimac St.	978-395-5710 (5.4Mile)	1000	0	0	0	0	10
Kris Farrell 28 Spofford St.	978-423-2900 (6.2Mile)	1000	0	0	0	0	10
Doug Harrison Pine Hill Rd.	978-462-1542 978-462-1542 HAS BOTH SIDES OF THE ROAD. 7.0Mile & 8.0Mile	2000	4	4	4	12	10
Paul Dahn 343 High St	978-869-6070 (9.2Mile)	1000	0	0	0	0	10

*****SEE BACK PAGE*****

WALGREEN

Finish line 3 Sm. Lion Tables

10

90?

SUBJECT: NEWBURYPORT LIONS CLUB-DEER HALL & ROAD RACE

Page 1 of 3

Date: Mar 29, 2024 at 3:50:35PM

To: ROBERT COLOMYCKI jobobyeat@comcast.net

Here are the certificates you requested. Thanks!



Desiree Morris | Customer Service Representative
P: 847-485-2412 | F: 847-634-6186
1900 East Golf Road, Suite 650, Schaumburg, IL 60173
dmorris@dspins.com | www.dspins.com

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/13/2024

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 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).

Table with 2 columns: PRODUCER and CONTACT INFORMATION. PRODUCER: DSP Insurance Services, Inc. CONTACT: John Adams, 1-800-316-6705, lionsclubs@dspins.com. INSURER(S) AFFORDING COVERAGE: ACE American Insurance Company, NAIC #: 22667.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/05/2024

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.

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PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
E-MAIL ADDRESS: lionsclubs@dspins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: ACE American Insurance Company		22667
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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDO G48333205	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISA H10778906	09/01/2023	09/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Per the provisions of the General Liability policy the Town of Newburyport is included as an additional insured with respects to the 2024 Newburyport Lions Club-Bed Race & Road Race.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER City of Newburyport 60 Pleasant St. Newburyport, Massachusetts 01950	CANCELLATION 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 