

City of Seattle, Parks and Recreation Department

EVENT INSURANCE REQUIREMENTS

1. **Minimum coverage limits of liability are \$1,000,000 each occurrence Commercial General Liability insurance, including Host Liquor Liability if alcoholic beverages *are served*.**
2. **Evidence of Insurance:**
 - a. Certificate of Insurance with **THE CITY OF SEATTLE NAMED AS AN ADDITIONAL INSURED FOR PRIMARY AND NON-CONTRIBUTORY LIMITS**. City of Seattle must be named as additional insured without any requirement, restriction or limitation beyond what is applicable to the primary insured. **POLICIES THAT NAME THE CITY OF SEATTLE AS ADDITIONAL INSURED ONLY TO THE EXTENT REQUIRED BY CONTRACT, LEASE OR OTHER DOCUMENT WILL NOT BE ACCEPTED.**
 - b. **A COPY OF THE ACTUAL ADDITIONAL INSURED POLICY OR ENDORSEMENT WORDING MUST BE ATTACHED TO THE CERTIFICATE.** "City of Seattle" should be listed on the endorsement form. Common acceptable endorsement forms would be a **CG 20 12 or CG 20 26**. (Please see examples of the forms attached).
 - c. Policy number must match on both the Certificate and the Endorsement.

All insurance coverage provisions, and limits, may be revised or increased by the City's Risk Manager to reflect risk exposure. All insurance policies and subsequent renewals must be maintained in full force and effect, at no expense to the City, throughout the entire period of the permit. All deductibles or self-insured retentions are the responsibility of the permit holder.

The Event Holder should contact their insurance agent, broker or insurer to provide insurance for the event.

ADDITIONAL INSURANCE REQUIREMENTS

- **Inflatables or Pony Rides, Petting Zoos, and other animal related activities with non-standard household pets:** Minimum CGL limits \$2,000,000 CSL per occurrence.
- **Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival:** Minimum CGL limits \$5,000,000 CSL per occurrence.
- **Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes, and non-standard personal car activities:** Minimum CGL limits \$2,000,000 CSL per occurrence.
- **Selling Liquor:** Minimum Liquor Liability limits \$2,000,000 CSL per occurrence. Evidence of coverage may be submitted by a licensee.

- **Pyrotechnics:** Display Permit must be obtained From Fire Marshal with minimum Pyrotechnic Liability limits of \$2,000,000 CSL per occurrence. Evidence of coverage may be submitted by display fireworks contractor.
- **Auto Liability:** If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be \$1,000,000CSL per occurrence.
- **Athletic Events:** All participants must sign in a sponsor’s indemnification releasing the City of Seattle from all liability. Otherwise, minimum \$5,000 medical payments limits per person for participants.
- **Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, drilling augers, bucket lifts, and other similar items:** \$2,000,000 per occurrence liability limits.
- **Valet Parking:** Requires Commercial General Liability or Garage Liability (with limits as per paragraph 1.) with Garage Keepers Legal Liability limits of not less than \$150,000 each vehicle/\$500,000 per location for ACV Comprehensive and Collision to insure vehicles in the care, custody or control of the valet. Deductible shall not exceed \$500.
- **Volunteers:** Commercial insurance provisions must be documented for all permittees using volunteers, with a minimum limit of \$25,000 per person Medical/AD&D, and personal liability with a minimum limit of \$100,000 per person. Volunteers driving in the course of their activity must have current liability insurance that meets the State of Washington statutes. Permit holders are encouraged to require, or provide, excess liability insurance for their volunteer drivers.

Resources:

The City of Seattle does not recommend nor require a specific insurer just that our requirements are being met. Below are some resources that may provide insurance coverage for short term events:

EVENTHELPER Website: www.theeventhelper.com

INSURE EVENTS Website: www.insureevents.com

EVENTINSURANCENOW Website: www.eventinsurancenow.com

For additional information or questions please contact us:

SPRevents@seattle.gov or 206-684-4080

For Park Use Permits, email Parkusepermits@Seattle.gov or 206-684-4080 x 3.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

May 31, 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 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 Insurance Agent or Broker listed here.	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED ABC Company or Individual 123 Happy Valley Road Seattle, WA 98107	INSURER A:	Name of Insurer
	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
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	X	The City does not accept CLAIMS-MADE insurance. All insurance must be OCCURRENCE based.	Dates must be in range of planned activities	Must not expire prior to end of contract and/or permit will be void during that time only	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	Any activity that involves vehicles must be covered in this section. 1 million min.			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$			Insurance must be OCCURRENCE based.			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						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER 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)

This can be left blank intentionally. If words are listed here they will be evaluated on a case by case basis

CERTIFICATE HOLDER

CANCELLATION

**The City of Seattle
Seattle Parks and Recreation
300 Elliott Ave W, Suite 100
Seattle, WA 98119**

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

City of Seattle, it's elected officials, officers, employees, agents and volunteers

Endorsements that name the City of Seattle as additional insured as required by or only to the extent required by Contract, Lease or Other document will not be accepted.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Seattle, it's elected officials, officers, employees, agents and volunteers

Endorsements that name the City of Seattle as additional insured as required by or only to the extent required by Contract, Lease or Other document will not be accepted.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.