

## CERTIFICATE OF INSURANCE REQUIREMENTS

The City of Portland Parks & Recreation requires a **Certificate of Liability Insurance** and an **Additional Insured Endorsement** for any event held on Park property, which plans to:

- ❑ Be open to the General Public
  - ❑ Conduct business in any way (i.e. food vendors, catered parties, trade shows, etc.)
  - ❑ Any other, as requested
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The **Certificate of Liability Insurance** must state the date(s) of coverage and provide public liability for bodily injury and property damage for \$1 million per occurrence and \$2 million aggregate, naming the City of Portland, its officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.

The **Additional Insured Endorsement** forms that are easily accepted by Parks are the following:

- CG 20 26 04 13 (or later) – additional insured – designated person or organization
- CG 20 12 04 13 (or later) – additional insured - state or governmental agency – permits or authorizations

In addition, Parks can provide an AIE form that can also be signed by an authorized insurance representative (available upon request).

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The Certificate of Insurance and the Additional Insured Endorsement may be emailed, mailed, or hand-delivered to:

EMAIL: Gateway Discovery Park: Gatewaydiscoverypark@portlandoregon.gov

Mailing Address: Urban Parks: 7688 SW Capitol Hwy, Rm. 29,  
Portland, OR 97219

ADDRESS:

**NOTE:** The Certificate of Insurance and Additional Insured Endorsement must be on file with Urban Parks before food vendors will be allowed to operate at Urban Parks events.