

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

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).

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

EMAIL:	Director Park:	Directorpark@portlandoregon.gov
	Gateway Discovery Park:	Gatewaydiscoverypark@portlandoregon.gov
ADDRESS:	Mailing Address:	Urban Parks 2909 SW 2nd Ave. Portland, OR 97201

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.