



City of Puyallup SPECIAL EVENT INSURANCE

APPLICANT: Please provide this page to your insurance broker or agent. Insurance is due no later than 30 days prior to your event. Late submittals may not be approved in time to issue a permit. A permit will not be issued until insurance has been approved by Risk Management.

The City of Puyallup requires Liability Insurance for Special Events. This is a very specific requirement, so you will want to work closely with your insurance carrier to obtain acceptable documents. Proof of this insurance coverage includes providing the following two documents:

- 1) Certificate of Insurance, naming Certificate Holder as: **City of Puyallup**;
- 2) Endorsement naming the City of Puyallup as an additional insured.*

Minimum Liability Insurance Requirements: Commercial General Liability insurance in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate (see *Section 17* of the Special Event Application). If any vehicle is used in the conduct of the Applicant's business, an Automobile Liability policy insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. For events serving or selling liquor, liquor liability insurance in the amount of \$1,000,000 each occurrence. Coverage and limits of liability may be adjusted to meet potential loss exposure as determined by Risk Management (examples include but are not limited to events with animals, inflatables, amusement rides, and motorized equipment).

The Certificate of Insurance shall include:

- 1) The City of Puyallup is a primary and non-contributory additional insured under the commercial general liability insurance as respect to any Special Event Permit issued by the City of Puyallup.
- 2) The Description of Operations must include the name of the event. It may also include locations, vehicles, exclusions added by endorsement and/or special provisions for which the certificate was issued.

Commercial General Liability insurance must provide coverage for the duration of the permit and include:

- 1) Premises/Operations Liability
- 2) Products/Completed Operations
- 3) Personal/Advertising Injury
- 4) Liquor Liability (if applicable)
- 5) City of Puyallup included as an additional insured for primary limits of liability

* **IMPORTANT NOTICE TO INSURANCE AGENT/BROKER:** The City of Puyallup must be named an additional insured with a **CG 20 12** or **CG 20 26** additional insured endorsement or an appropriate blanket additional insured endorsement or CG 20 12 equivalent. The additional insured endorsement must reflect the City's role as a government entity issuing a permit. Since the permit applicant is NOT renting or leasing premises from the City, does NOT perform any work for the City, and a permit is NOT a written agreement or contract, any additional insured endorsements or blanket policy wordings that include such provisions or language with these restrictions cannot be approved.