



INSURANCE REQUIREMENTS

All permitted events with Portland Parks & Recreation will require insurance coverage. The following two items are required to meet the City’s insurance requirements.

- Certificate of Insurance
- Additional Insured Endorsement

CERTIFICATE OF INSURANCE

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

- Sell or serve alcohol
- Sell food, beverages, or souvenirs to the public
- Be open to the General Public
- Conduct business in any way (e.g., catered parties, trade shows)
- Have animals or water as part of the planned event (e.g. dog shows, dunk tanks)
- Inflatable jumping castles
- Hold non-sanctioned sporting events/tournaments
- Any other, as requested

The Certificate of Insurance must state the date(s) of coverage and provide **public liability for bodily injury and property damage in the sum of \$2,000,000 per each occurrence and the General Aggregate limit of in the amount of \$2,000,000 naming the City of Portland, its officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.**

IMPORTANT INFORMATION

- Additional Insured Endorsement **Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance.**
- The Certificate of Insurance and the Additional Insured Endorsement Letter must be on file with before final approval of the permit will be granted.
- Insurance may be through Home Owners Insurance, Business Insurance, or an independent insurance agent.

CONTACT INFORMATION

The Certificate of Insurance and the Additional Insured Endorsement Letter may be sent to the park you are renting by one of the below methods. Please plan ahead and start the process early.

Email:	Director Park & Holladay Park:	Directorpark@portlandoregon.gov
	Gateway Discovery Park:	Gatewaydiscoverypark@portlandoregon.gov

Mail: Portland Parks & Recreation – Urban Plazas, 2909 SW 2nd Ave, Portland, OR 97201

Questions:	Director Park & Holladay Park:	503-823-8087
	Gateway Discovery Park:	503-823-4199/971-275-3081



ADDITIONAL INSURED ENDORSEMENT

“Without prejudice to coverage otherwise existing herein, the City of Portland and all other governmental bodies having jurisdiction in the area, their officers and employees are included as additional insureds under this policy as to any claim or claims for injury to person, including death, or damage to property, resulting from or in any way associated with the use of or presence at the street, area or facility to which the permit for

(Name of Business)

pertains, by the sponsor/applicant, its agents, employees, volunteers, event participants or spectators. This policy covers all claims by the sponsor/applicant, its agents, employees, volunteers, event participants or spectators against the City of Portland, members of the City Council, and the officers, agents and employees of the City.

“It is understood and agreed that this policy shall not terminate or be cancelled prior to completion of the event without first giving 30 days’ written notice of intention to terminate or to cancel said policy to Portland Parks & Recreation.

“Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer’s liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured. The coverage must apply as to claims between insureds on the policy.”

Permittee’s Name

Date

Signature of Authorized Insurance Company Representative

Date

Title

Date

CONTACT INFORMATION

The Certificate of Insurance and the Additional Insured Endorsement Letter may be sent to the park you are renting by one of the below methods. Please plan and start the process early.

Email: Director Park & Holladay Park: Directorpark@portlandoregon.gov
 Gateway Discovery Park: Gatewaydiscoverypark@portlandoregon.gov

Mail: Portland Parks & Recreation – Urban Plazas, 2909 SW 2nd Ave, Portland, OR 97201

Questions: Director Park & Holladay Park: 503-823-8087
 Gateway Discovery Park: 503-823-4199/971-275-3081