





**PORTLAND  
PARKS & RECREATION**

Healthy Parks, Healthy Portland

St. Johns Community Center

8427 N. Central St.  
Portland Oregon 97203  
Phone: (503) 823-3192  
FAX: (503) 823-3128

**ADDITIONAL INSURED ENDORSEMENT**

Without prejudice to coverage otherwise existing herein, the City of Portland, it's officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to of death of any person, or damage to property, resulting from or growing out of the permit issued by the City of Portland to the named insured for the use:

**Contract #:** \_\_\_\_\_ **Account:** \_\_\_\_\_

**Park:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

It is understood and agreed that this policy shall not terminate or be cancelled prior to the use of the facility by named intention without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Auditor of the City of Portland.

Not withstanding the naming of additional insured, the policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only for one person of interest had been named as insured. The coverage applies as to claims between insured on the policy. Endorsement assures that the policy complies with the named insured's permit from the City of Portland.

\_\_\_\_\_  
Insured's Name \_\_\_\_\_ Date

\_\_\_\_\_  
Authorized Insurance Company \_\_\_\_\_ Date  
Agent and/or representative Signature

*Sustaining a healthy park and recreation system to make  
Portland a great place to live, work and play.*

[www.PortlandParks.org](http://www.PortlandParks.org)

Commissioner Amanda Fritz • Director Mike Abbaté



## **CERTIFICATE OF INSURANCE REQUIREMENTS**

The City of Portland Parks & Recreation requires a Certificate of Insurance 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 (**see note below**)
- 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 1,000,000 naming the City of Portland, its officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.**

**\*\*\*Additional Insured Endorsement Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance. \*\*\***

The Certificate of Insurance may be mailed, hand-delivered or faxed:

FAX # (503) 823-3128

ADDRESS: Portland Parks & Recreation  
ATTN: St. Johns Community Center  
8427 N. Central St.  
Portland, OR 97203

**NOTE:** The Certificate of Insurance and Additional Insured Endorsement Letter must be on file at the Portland Parks & Recreation St. Johns Community Center before final approval of the permit will be granted.

Insurance may be through Home Owners Insurance, Business Insurance, or an independent insurance agent.

**FOR MORE INFORMATION CALL THE PORTLAND PARKS & RECREATION  
CUSTOMER SERVICE CENTER AT (503) 823-3192.**

*Sustaining a healthy park and recreation system to make  
Portland a great place to live, work and play.*

[www.PortlandParks.org](http://www.PortlandParks.org)

Commissioner Amanda Fritz • Director Mike Abbaté

