

HOW TO GET INSURANCE FOR EVENTS IN DIRECTOR PARK

INSURANCE FORM QUESTIONS

What Insurance forms are required by Permittees renting Director Park?

- Additional Insured Endorsement
- Certificate of Liability

Where do I get these forms from?

- The Portland Parks & Recreation Director Park Additional Insured Endorsement and Certificate of Liability forms are available on the Director Park Rental Page.

How do I submit the forms?

- Please email them to directorpark@portlandoregon.gov

When are the forms due?

- Both forms are due to Director Park a MINIMUM of 14 days BEFORE your load-in/event date in the park. You may submit them as soon as you have them completed.
- Begin the process as early as you can, starting it 14 days before your event is not enough time to meet the 14 day before your event submission deadline and will subject you to late fees.

Will you notify us when our Insurance is approved?

- Yes, Director Park will email you notification that your insurance has been approved. Please note, notification may take five to ten business days.

INSURANCE

Where can I get insurance for my event from?

- Information on obtaining Insurance required to use city facilities and venues, including Director Park, can be found here: <http://www.portlandoregon.gov/bibs/article/422393>
- The insurance required for permits to Director Park can be purchased from a variety of sources including:
 - HOME-OWNERS POLICIES: Many home-owners' policies offer coverage for an event or a special rider can be purchased to cover the event.
 - INSURANCE AGENCIES: Many insurance agencies can put together what is called a special events policy.
 - TULIP PROGRAM: The **Tenant Users Liability Policy (TULIP)** program is what the City of Portland has arranged to make available liability and property coverage for those using City facilities or venues. The TULIP policy is designed specifically for users of City facilities and venues, so it meets our agreement requirements and is often more cost effective. If you use it and your application is accepted, Director Park will be notified directly that your insurance information has been approved. The TULIP program meets the requirements for the required Additional Insured Endorsement and Certificate of Liability. <http://www.portlandoregon.gov/bibs/60224>

Can I have my insurer call you for what needs to be done to fill out the forms and to get the forms from you?

- Please send your insurer the forms that are available at the Director Park website and this information sheet to answer their questions.
- Director Park will not work directly with your insurance provider to complete your forms. It is the Permittees responsibility to work with the insurance provider.

How much does it cost to get the required insurance to rent Director Park?

- Director Park is unable to give you estimated costs as it is determined by your insurer.
- The cost to obtain the required insurance for Director Park will depend on many variables determined by the insurance provider including but not limited to the size of your event, whether it is public or private event, the length of your event, if alcohol is involved, what kind of elements and structures are involved in your event, etc.

Certificate of Insurance Details

- Please have your insurer follow the requirements from the “Certificate of Insurance” form.
- 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 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 Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance.
- The Certificate of Insurance and Additional Insured Endorsement forms must be submitted and approved with Director Park before final approval of the permit will be granted.

Additional Insured Endorsement

- Please have your insurer follow the requirements from the “Additional Insured Endorsement” form.
- The Additional Insured Endorsement needs to be added into the “Description of Operations/Locations/Vehicles/Special Items” section.
- The Insureds named on the Certificate of Liability should be the same as the insured name on the Additional Insured Endorsement form.
- The Insured party should be the same as the Permittee’s name on the permit.
- Policy must provide per-occurrence coverage so the “occur” box should be checked.
- The Additional Insured Endorsement Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance.

For more information, please email directorpark@portlandoregon.gov or call 503.823.8087