



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## **CERTIFICATE OF INSURANCE REQUIREMENTS**

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

- Sell, serve, or BYOB (bring your own beverage) 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)
- Provide inflatables or portable restrooms
- Hold sport leagues, 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 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 and the Additional Insured Endorsement Letter may be mailed, hand-delivered, emailed, or faxed:

ADDRESS: Urban Parks  
2909 SW 2nd  
Portland, OR 97201

EMAIL: Director Park & Holladay Park: [Directorpark@portlandoregon.gov](mailto:Directorpark@portlandoregon.gov)  
Gateway Discovery: [Gatewaydiscoverypark@portlandoregon.gov](mailto:Gatewaydiscoverypark@portlandoregon.gov)

**NOTE:** The Certificate of Insurance and Additional Insured Endorsement Letter must be submitted, reviewed and approved before final approval of the permit will be granted.

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

For More information please call:

Director Park & Holladay Park: 503-823-8087

Gateway Discovery Park: 503-823-4116



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## 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 Event)

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."

\_\_\_\_\_  
Name of Permittee Insurance Policy Number

\_\_\_\_\_  
Signature of Authorized Insurance Company Representative Date

\_\_\_\_\_  
Title of Authorized Insurance Company Representative Date

**Urban Plazas**

2909 SW 2<sup>nd</sup> Ave  
Portland, OR 97201

Director Park & Holladay Park Tel: (503) 823-8087 Gateway Discovery Park: 503-823-4116  
[www.PortlandParks.org](http://www.PortlandParks.org) • Nick Fish, Commissioner Kia Selley, Director

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