



**PORTLAND  
PARKS & RECREATION**

Healthy Parks, Healthy Portland

Peninsula Park Community Center

700 N Rosa Parks Way

Portland Oregon 97217

Main Phone: (503)823-3620

Direct Line: (503) 823-3938

Lisa.kato-fieldhouse@portlandoregon.gov

**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.

Notwithstanding 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 Nick Fish • Director Kia Selley



## **CERTIFICATE OF INSURANCE REQUIREMENTS**

Insurance may be through Home Owners Insurance, Business Insurance, or an independent insurance agent. 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 (*Peninsula Park Community Center does NOT allow alcohol*)
- Sell food, beverages, or souvenirs to the public
- Be open to the General Public
- Conduct business in any way (*catered parties, trade shows*)
- Have animals or water as part of the planned event (*dog shows, dunk tanks*)
- Inflatable jumping castles or bounce houses
- Hold non-sanctioned sporting events/tournaments
- Any other, as requested

### **The Certificate of Insurance must:**

- State the date(s) of coverage
- 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 (on the other side) must:**

- Be signed by the Authorized Insurance Representative
- Be returned with the Certificate of Insurance to Peninsula Park Community Center.

### **Documents may be mailed or hand-delivered:**

- Portland Parks & Recreation  
ATTN: Peninsula Park Community Center  
700 N Rosa Parks Way  
Portland, OR 97217

**NOTE:** The Certificate of Insurance and Additional Insured Endorsement Letter must be on file at Peninsula Park Community Center (*at least 2 weeks prior to your event*) before final approval of the permit will be granted.

**FOR MORE INFORMATION CALL US AT (503) 823-3938.**

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