City of Keizer
Event Liability Insurance Requirements and Examples

Please provide this form to your Insurance Agent to comply with the insurance requirements in your use agreement. If your agent is unable to provide all of the items required for your event, you may be able to purchase insurance through a Special Event Insurer. *(The City of Keizer is not able to endorse any vendors)*

Further information regarding the policy and an example of the additional insured endorsement is provided on page 2. Documentation may vary by agent and not look like the examples provided.

### CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**IMPORTANT:** If the certificate holder is an additional insured, the policy(ies) must have additional insured provisions or be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

#### INSURANCE AGENT

<table>
<thead>
<tr>
<th>INSURANCE AGENT NAME</th>
<th>INSURANCE AGENT ADDRESS</th>
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#### INSURED

<table>
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<tr>
<th>INSURED NAME</th>
<th>INSURED ADDRESS</th>
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#### AGENT CONTACT INFORMATION

<table>
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<tr>
<th>INSURER A</th>
<th>TAX I.D. (No.)</th>
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## COVERAGES

| INSURANCE COMPANY NAME(S) | POLICY NUMBER | CURRENT POLICY PERIOD
|---------------------------|---------------|-----------------------|

### LIMITS

| EACH OCCURRENCE | PHYSICAL DAMAGE | MEDICAL EXPENSE | PERSONAL & ADJURY | GENERAL AGGREGATE | EXCESS OF 
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### DESCRIPTION OF OPERATIONS LOCATIONS VEHICLES

**Example**

**CERTIFICATE HOLDER**

| CITY OF KEIZER | 930 CHEMAWA RD NE | KEIZER OR 97303 |

**CANCELLATION**

Should any of the above described policies be cancelled before the expiration date, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE**

**SIGNATURE OF AGENT**
ITEMS REQUIRED


- Liability Limits of at least $1,000,000 per occurrence

- Copy of Additional Insured Endorsement giving Additional Insured Status to the “City of Keizer” with the address listed as "930 Chemawa Rd NE, Keizer OR 97303".

- Coverage Including Host Liquor Liability for your event if Alcohol is provided

If you have any questions about this information please contact City of Keizer staff at 503-856-3408 or by email at keizercc@keizer.org

Policy Number: [NUMBER MUST MATCH COI]

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

CITY OF KEIZER
930 CHEMAWA RD NE
KEIZER OR 97303

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or
B. In connection with your premises owned by or rented to you.

PARTIAL LIST OF SPECIAL EVENT INSURERS
[THE CITY OF KEIZER DOES NOT ENDORSE ANY VENDORS LISTED HEREIN. INFORMATION MAY BE CHANGED OR UPDATED WITHOUT NOTICE.]

<table>
<thead>
<tr>
<th>Fiesta Event Insurance</th>
<th>971.304.0152 / <a href="http://www.fiestaeventinsurance.com">www.fiestaeventinsurance.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travelers</td>
<td>866.522.1881 / <a href="http://www.travelers.com/event-insurance">www.travelers.com/event-insurance</a></td>
</tr>
<tr>
<td>The Event Helper</td>
<td>855.493.8368 / <a href="http://www.theeventhelper.com">www.theeventhelper.com</a></td>
</tr>
<tr>
<td>WedSafe</td>
<td>877.723.3933 / <a href="http://www.wedsafe.com">www.wedsafe.com</a></td>
</tr>
<tr>
<td>Stanford Insurance</td>
<td>800.851.9335 / <a href="http://www.insureunow.com">www.insureunow.com</a></td>
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<tr>
<td>Wedsure</td>
<td>800.364.8433 / <a href="http://www.wedsure.com">www.wedsure.com</a></td>
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