



Insurance Requirements for Private Rental of Parks & Recreation Shelters and Facilities

The City of Wilsonville requires special event insurance for rental of many Parks & Recreation shelters and facilities. The insurance requirements listed in this document apply to private rentals at the following locations:

- River Shelter
- Forest Shelter
- Stein-Boozier Barn
- Tauchman House
- Community Center

The following are required:

1. Comprehensive General Liability Certificate of Insurance (COI)
 - a. The COI must clearly and accurately state the following:
 - i. Insured and Insurer(s) affording coverage
 1. The insured on the policy must match the name of the host/responsible party listed on the rental application.
 - ii. General Liability Coverage with a limit of each occurrence of at least \$1,000,000
 - iii. Liquor Liability Coverage (required if alcohol will be consumed at the event)
 1. If alcohol is offered to guests for free, the certificate must include host liquor liability. If alcohol is sold, the certificate must include coverage for retail liquor liability and the responsible party must fulfill OLCC requirements.
 - iv. Policy Effective and Policy Expiration Dates Corresponding to Event Date(s)
 - v. Description of Operations section should list the certificate holder (City of Wilsonville) as an Additional Insured
 - vi. Address for Certificate Holder:

City of Wilsonville Parks & Recreation
29600 SW Park Pl
Wilsonville, OR 97070
2. Additional Insured Endorsement
 - a. The Additional Insured Endorsement is needed to add the City of Wilsonville as an additional insured on the policy for the date(s) of the event. The COI will not be accepted without a copy of the additional insured endorsement. The additional insured endorsement may either specifically list the City of Wilsonville, or it may be a blanket additional insured (e.g. for Managers or Lessors of Premises).
 - b. Please note: A statement of additional insured status on the COI will not suffice without a copy of the endorsement. The COI confers no rights to the certificate holder; thus, the Additional Insured Endorsement is required in addition to the certificate of insurance.



Options for Insuring Your Event:

1. Many online insurance agencies offer one-day event liability insurance, such as:
 - a. The Event Helper – www.TheEventHelper.com
 - b. WedSafe – www.WedSafe.com
 - c. Private Event Insurance – www.PrivateEventInsurance.com
2. Some homeowner's insurance companies offer the ability to additionally insure a third party

Due Date:

The insurance certificate and additional insured endorsement must be received and approved by the City no later than 30 days prior to the event date. The City reserves the right to cancel the reservation if the required insurance documents are not approved and on-file by the due date.