



Event Insurance Requirements

Renters must obtain a Certificate of Insurance (COI) for General Liability in the amount of \$2,000,000 per occurrence, and name Bend Park and Recreation District as additionally insured. The COI is due no later than 30 days prior to your event, and can be emailed to FacilityRentals@bendparksandrec.org. Please reference the information below when speaking with an insurance provider.

Additional Insured Language

Certificate Holder on the COI should state the following:

Bend Metro Park and Recreation District
799 SW Columbia Street
Bend, OR 97702

Liability Coverage

Minimum amount of General Liability Coverage:

\$2,000,000 General Liability, Per Occurrence

OR

\$1,000,000 General Liability, Per Occurrence + \$1,000,000 Umbrella Liability, Per Occurrence

NOTE: Per *occurrence* is different than general *aggregate*. Please specify per occurrence.

Description of Operations

Please include: the date, name of the 'Event' and Location in the DESCRIPTION OF OPERATIONS box

Host Liquor Liability

If you are serving alcohol, you will be required to specify an additional rider on the COI for Host Liquor Liability. If you are selling alcohol, you will need to have an OLCC Liquor License present at your event. Please contact BPRD for questions regarding alcohol sales.

Insurance Vendors

General Liability Insurance for special events can be purchased online or over the phone from any of the following vendors:

WedSafe

(877) 723-3933

www.wedsafe.com

K&K Insurance

(877) 649-6404

www.kandkinsurance.com

Private Event Insurance

(877) 723-3933

www.privateeventinsurance.com

R.V. Nuccio & Associates, Inc.

(800) 364-2433

www.rvnuccio.com

