



# Special Events and Park Permitting Office

Human Services and Recreation Department, 100 North Garfield N255, Pasadena, CA 91101 Tel. (626) 744-7216

Parks  
Make  
Life  
Better!

## Insurance Requirements

Name of Co: \_\_\_\_\_ Prod Title: \_\_\_\_\_

1. PLEASE PROVIDE THE BELOW LISTED DOCUMENTS TO YOUR EVENT COORDINATOR
2. PLEASE SUBMIT THESE IN ONE (1) PACKAGE OR EMAIL WHEN YOU HAVE ALL DOCUMENTS IN HAND, ALONG WITH THIS CHECK LIST, BECAUSE THEY WILL BE FORWARDED OVER AS A GROUP TO OUR RISK MANAGER FOR APPROVAL:

Include on one or two Acord forms with the coverage limits, policy numbers, and dates for:

- A. ☐ **General Liability:** Combined Single Limit of \$1,000,000 per occurrence.
- ☐ **Additional Insured Endorsement form(s)** Naming as Additional Insured ("City of Pasadena, its Council Members, Commissioners, officers, employees and agents.")
- Please provide either this: ☐ CG 20 10 11 85;
- or both of these forms ☐ CG 20 10 XX XX (for ongoing operations) AND ☐ CG 20 37 XX XX (for completed operations).
- ☐ **Endorsement Waiver of the Right of Subrogation for General Liability** against the City of Pasadena.
- B. ☐ **Auto Liability:** \$100,000 combined single limits unless vehicles are not involved.
- C. ☐ **Worker's Comp** in statutory amounts. Or do you need a waiver form? Check if YES ☐
- A separate certificate may be submitted. The City need not be named as additional insured.
- ☐ **Endorsement Waiver of the Right of Subrogation for Worker's Comp** against the City of Pasadena.

Note: The Specification or Request for Insurance may be amended by the City, to require less or greater requirements depending on the potential risk involved.

The contact and address for the certificate of insurance is:

~~Human Services and Recreation - Special Events and Park Permits~~  
City of Pasadena, 100 N. Garfield Ave., Pasadena, California 91101

### OTHER CRITICAL INCLUSIONS:

The City of Pasadena shall be given 30 days written notice of cancellation or material change. The certificate submitted will not be approved if it contains "best effort" modifiers or if it relieves the insurer from responsibility for failure to give notice.

**To obtain a quote to purchase insurance, please visit:**

[http://www.2sparta.com/selip\\_application.php#](http://www.2sparta.com/selip_application.php#)