

# Special Events Permit Insurance Worksheet

## (see Guide, Section A)

*This worksheet is meant to accompany the information in the Special Events Permit Guide, Section A: Insurance. This does not need to be submitted, but is a tool to help organizers ensure they meet the MINIMUM insurance requirements, types, and amounts. The requirements for your event may be determined to be higher, depending on the features, at the discretion of the City.*

### **All events are required to have liability insurance with coverage in the following minimum amounts:**

- \$1 Million Per Occurrence
- \$2 Million General Aggregate
- \$1 Million Products – Completed Operations Aggregate
- Event Name and Event Dates (including set-up and tear-down dates)
- City of Kennewick, 210 W 6<sup>th</sup> Ave, Kennewick, WA, 99336
- Additional Insured Endorsement, with coverage at least as broad as ISO form CG 20 12 or CG 20 26

### **Events with alcohol (in addition to above):**

- \$1 to \$5 Million Liquor Liability coverage, naming the City of Kennewick as an additional insured. Either the event organizer or the alcohol provider/server can provide this coverage

### **Events with fireworks (in addition to above):**

- Minimum of \$5 Million Liability coverage, naming the City of Kennewick as an additional insured, provided by the professional pyrotechnic vendor

### **Events with Rides / Inflatables / Carnivals on City Property (in addition to above):**

- Minimum \$1 Million per occurrence/ \$2 million aggregate Commercial General Liability insurance, naming the City of Kennewick as an additional insured, provided by the professional amusement ride vendor; for up to 3 inflatables.

### **Events with sporting events (in addition to above):**

- Minimum \$1 Million participant liability coverage

### **Events with parades and autos (in addition to above):**

- Event Organizer must require and ensure that every vehicle parade entrant have auto liability insurance. All other vehicles associated with any special event must have auto liability insurance, as required by State Law

### **Events with food vendors (in addition to above):**

- Minimum \$1 Million General Liability Insurance, including Products/Completed Operations coverage. Event Organizer is responsible to require this coverage from each food vendor

**Other types and amounts of insurance may be required, as determined by the City.**