



RENTAL INSURANCE REQUIREMENTS

Bend Park and Recreation District may require proof of insurance coverage(s) that meets or exceeds the minimum requirements stated in the applicable agreement, as generally described below unless otherwise exempted. This document is provided for convenience and does not change or alter the requirements of any applicable agreement.

GENERAL LIABILITY COVERAGE

Minimum amount of general liability coverage (may be met by a combination of comprehensive general liability and umbrella liability policies) depends on rental specifics. Please refer to the chart on page 2 to determine which insurance coverage is needed.

- **Minimum**
 - Per occurrence of bodily injury, personal injury and property damage: **\$1,000,000**
 - General aggregate: **\$1,000,000**
- **Intermediate**
 - Per occurrence of bodily injury, personal injury and property damage: **\$2,000,000**
 - General aggregate: **\$2,000,000**
- **Maximum**
 - Per occurrence of bodily injury, personal injury and property damage: **\$2,000,000**
 - General aggregate: **\$4,000,000**

CERTIFICATE REQUIREMENTS

The district requires a Certificate of Insurance (COI) evidencing sufficient coverage as required by the applicable agreement, including the additional insured, all required amendatory endorsements and declarations.

- **Additional Insured:** All applicable liability policies must name Bend Park and Recreation District, its officers, employees, and agents as additional insured parties.
- **Description of Operations:** When applicable, must list: event date, event name, and event location.
- **Certificate Holder:** Bend Park and Recreation District, 799 SW Columbia St., Bend, OR 97702
- **Insured:** The name of the insured and name on the BPRD Rental Agreement must match.

SUBCONTRACTOR REQUIREMENTS

By written agreement, persons reserving facilities must require all subcontractors, if any, to provide proof of general liability insurance at least equal to the minimum insurance requirements stated in this document and are solely responsible for obtaining and storing proof of subcontractors' insurance policies.

ALCOHOL CONSUMPTION

- **Host Liquor Liability:** If alcohol is being served/hosted, an additional rider for host liquor liability must be specified on the COI.
- **Liquor Liability:** If alcohol is being sold, the OLCC Liquor License must be present at the event and an additional rider for liquor liability must be specified on the COI.

INSURANCE PROVIDERS

The following non-exclusive list contains some insurance provider options. These providers are in no way preferred by the district. The district is not affiliated with these providers and cannot guarantee that they offer policies meeting our requirements, as their offerings may change from time to time., [Event Helper](#), [Event Insurance Now](#), and [Eventsured](#).

INSURANCE REQUIREMENT

Use the table below to determine the appropriate insurance category. Please note all rentals with alcohol require a COI meeting the requirements below; if N/A is listed, the COI must meet the Minimum requirements.

TYPE OF FACILITY	LOCATION & NUMBER OF DAYS	NUMBER OF PEOPLE	INSURANCE CATEGORY
RENTAL HALL			
	Aspen Hall & Hollinshead Barn, single day	Any	Minimum
	Aspen Hall & Hollinshead Barn, two or more days (not including wedding setup)	Any	Intermediate
	Riverbend Community Room	Any	N/A
COMMUNITY & NEIGHBORHOOD PARKS			
	Park Rental, single day	100 or less	N/A
	Park Rental, two or more days	100 or less	Minimum
	Park Rental, single day	101 or more	Minimum
	Park Rental, two or more days	101 to 500	Minimum
	Park Rental, two or more days	501 to 2,000	Intermediate
	Park Rental, two or more days	2,001 or more	Maximum
ATHLETIC FIELDS			
	Athletic Field Rental	100 or less	N/A
	Athletic Field Rental	101 to 500	Minimum
	Athletic Field Rental	501 to 2,000	Intermediate
	Athletic Field Rental	2,001 or more	Maximum
	Athletic Field Rental	Reoccurring	Intermediate
LARKSPUR COMMUNITY CENTER / JUNIPER SWIM & FITNESS CENTER			
	Larkspur Community Center Event Room	Medium to large group	Minimum
	Larkspur Community Center Event Room (during operating hours)	Small group	N/A
	Classrooms, Group Ex Rooms, & Multi-Purpose Room	Any	N/A
	Any room rental with food heating element	Any	Minimum
THE PAVILION			
	Full Facility, any	Under 500	Minimum
	Full Facility, any	500 or more	Intermediate
	Pavilion Meeting/Party Room	Any	N/A
FILM PERMIT	Any	Any	Intermediate

QUESTIONS? Contact **Rentals & Events** at FacilityRentals@bendparksandrec.org or (541) 706-6149



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2010

PRODUCER Insurance Agent Name & Address		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Name of Insurance holder Name and address of Insured must match the name and address on the BPRD Rental Agreement		INSURERS AFFORDING COVERAGE INSURER A: Name of insurance company	NAIC #
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	MINIMUM				
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: Name of Event, Date of Event, Location of Event**Bend Park & Recreation District is listed as additional insured.**

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



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INSURED Name of Insurance holder Name and address of Insured must match the name and address on the BPRD Rental Agreement		INSURERS AFFORDING COVERAGE INSURER A: Name of insurance company INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

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						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 4,000,000
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy number	01/01/2010	01/01/2011	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

INTERMEDIATE

SAMPLE FOR REFERENCE ONLY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: Name of Event, Date of Event, Location of Event**Bend Park & Recreation District is listed as additional insured.**

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Bend, OR 97702

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 799 SW Columbia Street
 Bend, OR 97702

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