

# Seattle Parks and Recreation Insurance Requirements

Insurance is due 30 days  
prior to event date

REQUIRED EVIDENCE OF INSURANCE SHOULD BE EMAILED TO: [Michelle.Atkins@Seattle.gov](mailto:Michelle.Atkins@Seattle.gov) or faxed 206-684-4853

**NOTE: All insurance documents are due no less than 14 days prior to the event  
Late submittals may not be approved in time to issue a permit  
PERMITS CANNOT BE ISSUED WITHOUT APPROVED INSURANCE**

## PERMIT INSURANCE REQUIREMENTS

- CGL LIMITS \$1,000,000 CSL (per occurrence)
- Special Equipment / Inflatables / Air bouncers: Minimum CGL limits \$2,000,000 CSL per occurrence.

“CITY OF SEATTLE” named as “ADDITIONAL INSURED” under a FORM #CG 20 12, CG 20 26 or EQUIVALENT, FOR PRIMARY AND NON-CONTRIBUTORY LIMITS. NOTE: Permit holder does NOT lease or rent premises from, or perform work for the City of Seattle, and a “Permit” is NOT a “written contract or agreement”. Additional insured language with these restrictions cannot be approved.

- INCLUDE A COPY OF THE ACTUAL “ADDITIONAL INSURED” POLICY ENDORSEMENT that meets above requirements – must include policy number and “City of Seattle” under schedule.
- CERTIFICATE HOLDER: **DO NOT MAIL Certification - See above for email address or fax number.**  
*City of Seattle  
7201 E. Green Lake Drive N.  
Seattle, WA 98115*
- 30 DAY PRIOR WRITTEN NOTICE OF CANCELLATION (except 10 days for non-payment of premium).

**Insurance Coverage and General Conditions:** Day Camps shall provide certification of Commercial General Liability or Event Liability insurance coverage with the minimum limits of liability specified below. Certification shall be issued to “City of Seattle, 7201 E Green Lake Dr. N. Seattle, WA 98115.” “City of Seattle” shall be included as an additional insured for primary and non-contributory limits of liability per the ISO additional insured endorsement form CG 20 26 or its designated or blanket additional insured equivalent.

- A COPY OF THE ADDITIONAL INSURED POLICY PROVISION MUST BE ATTACHED TO THE CERTIFICATE.
- PERMITEE IS NOT PERFORMING ANY WORK FOR THE CITY OF SEATTLE. ADDITIONAL INSURED PROVISIONS THAT REFER TO THIS AS A CONDITION FOR ADDITIONAL INSURED STATUS ARE NOT ACCEPTABLE.
- A PERMIT IS NOT CONSIDERED A “WRITTEN CONTRACT OR AGREEMENT” THEREFORE, ENDORSEMENT LANGUAGE WITH THESE INDICATIONS MAY NOT BE APPROVED.

**Minimum limits:** \$1,000,000 Combined Single Limit each occurrence Bodily Injury and Property Damage (CSL), except \$2,000,000 CSL for air bouncers or other inflatables. Coverage and limits of liability may be adjusted to meet loss exposure as determined by a City risk manager. Use Permit will not be issued until insurance has been approved.

### CITY OF SEATTLE EVENT PERMIT - INSURANCE REQUIREMENTS

The City of Seattle requires that all permits for Day Camps be supported by evidence of insurance coverage for the term of the permit, unless the event is a “constitutionally protected” event. Prior to commencing any of the activities approved by a permit, the applicant, at no expense to the City, shall obtain and file with the City’s Risk Management Department **no less than 14 days prior to the event** that must meet the minimum requirements stated below. All insurance policies (1) shall be subject to approval by the City’s Risk Management Department as to company, form and coverage; (2) shall be primary to and non-contributory with all other insurance and self-insurance maintained by the City, and (3) must protect the City from any and all claims and risks in connection with any activity performed by the applicant by virtue of this Agreement, or any use and occupancy of the Premises authorized by this Agreement. **Non-Admitted Insurers must have surplus lines stamp on certificate or certificate must have copy of surplus lines stamped declarations page attached.** A permit will not be issued until the insurance has been approved by the City’s Risk Management Department.

**1. Commercial General Liability.** Written on an insurance industry standard occurrence form (CG 00 01 10 01) or equivalent with:

- Premises/Operations Liability
- Products/Completed Operations
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability (if applicable)

- Stop Gap or Employers Contingent Liability (if applicable)
- Liquor Liability/Host Liquor Liability (if applicable)
- Owned and Non-Owned Watercraft (if applicable)

**Minimum limit of liability** shall be **\$1,000,000** Combined Single Limit Bodily and Property Damage (CSL) each occurrence except:

- **Where liability insurance is required by any section of the Seattle Fire Code, or as a permit condition for any controlled hazardous activity, including pyrotechnic activities, with an approved permit from City of Seattle Fire Marshal:** Minimum limits **\$2,000,000** CSL per occurrence and annual aggregate with no deductible. The Fire Chief or the Fire Chief's authorized representative may increase or decrease these amounts.
- **Liquor Liability Insurance, with an approved permit from Washington State Liquor Control Board:** Minimum limits **\$2,000,000** CSL each occurrence.
- **Pony Rides, Petting Zoos, and other animal related activities with non-standard household pets, or for inflatables:** Minimum limits **\$2,000,000** CSL per occurrence.
- **Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, drilling augers, bucket lifts, and other items:** Minimum limits **\$2,000,000** CSL per occurrence.
- **Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes, and non-standard personal car activities:** Minimum limits **\$2,000,000** CSL per occurrence.
- **Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival:** Minimum limits **\$5,000,000** CSL per occurrence.

**2. Other Provisions.** All insurance coverage provisions, and limits, may be revised or increased by the City's Risk Manager to reflect risk exposure. All insurance policies and subsequent renewals must be maintained in full force and effect, at no expense to the City, throughout the entire period of the permit. All deductibles or self-insured retentions are the responsibility of the permit holder but must be disclosed and are subject to approval by the City's Risk Manager.

**3. The following documents must be provided as evidence of insurance coverage:**

- A signed Certificate of Insurance, showing the policy numbers, ISO form numbers, any deductible or self-insured retention, effective dates, limits of liability sorted by required coverage type, name and dates of events. Specific or unusual exposure coverage required by the permit should be stated. Certificate holder must be "The City of Seattle."

**AND**

- Copy(ies) of the actual endorsement(s) naming the "City of Seattle" as an Additional Insured, showing the policy number and signed by an authorized representative of the insurance company, on ISO form CG 20 26 or equivalent for CGL and Pyrotechnic Liability and ISO form CA 20 48 or equivalent for Business Auto liability. Primary and Non-Contributory Limits must apply.

### **CITY OF SEATTLE EVENT PERMIT - INDEMNIFICATION OBLIGATIONS**

- A. Permittee's Obligation: Permittee shall indemnify, defend, and hold the City, its elected officials, officers, employees and agents harmless from any and all claims, actions, suits, proceedings, damages, costs, and expenses (including reasonable fees of attorneys and paralegal assistants) whatsoever arising out of the use and occupation of the public premises authorized by this Permit and any act or omission of the Permittee or any of its officers, employees, agents, licensees, subpermittees or the invitees of any of the same (hereinafter collectively referred to as "actors") including patent, trademark and copyright infringement; or arising out of or relating to any concurrent act or omission of any of the above-referenced actors and the City or any City officer, elected official, employee or agent; Provided, that nothing herein shall be construed as requiring the Permittee to indemnify the City against liability for bodily injury or damage to property caused by or resulting from the sole negligence of the City or of any of its officers, elected officials, employees, or agents. The indemnification obligation set forth in this section shall survive the expiration or earlier termination of this Permit.
- B. Indemnification Regarding Any Alteration, Addition, or Improvement Attached to Real Estate: Where any bodily injury or damage to property results from or arises out of any construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, road, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, the indemnification provided pursuant to Subsections A and B hereof shall be limited to the extent of the indemnitor's negligence.

**Insurance questions or issues, contact Keith Ayling in Risk Management  
206-386-4531 · [keith.ayling@seattle.gov](mailto:keith.ayling@seattle.gov) · M-F, 8:30 AM - 5:00 PM Pacific Time**