

# CITY OF SEATTLE

## PARK USE PERMIT INSURANCE CHECKLIST

INSURANCE IS DUE NO LESS THAN  
30 DAYS BEFORE DATE OF EVENT

**SEND CERTIFICATION WITH ADDITIONAL INSURED  
ENDORSEMENT (FORM CG2012 OR CG 2026 OR Equivalent)  
TO: [parkusepermits@seattle.gov](mailto:parkusepermits@seattle.gov)**

### MINIMUM INSURANCE REQUIREMENTS

- CGL LIMITS \$1,000,000 CSL PER OCCURRENCE, \$2,000,000 AGGREGATE
- 30 DAY PRIOR WRITTEN NOTICE OF CANCELLATION EXCEPT 10 DAYS FOR NON-PAYMENT OF PREMIUM.
- "CITY OF SEATTLE" NAMED AS AN "ADDITIONAL INSURED" UNDER A FORM # CG 2012, CG 2026, OR EQUIVALENT FOR PRIMARY AND NON-CONTRIBUTORY LIMITS. **NOTE: THE PERMIT HOLDER DOES NOT LEASE OR RENT PREMISES FROM, OR PERFORM WORK FOR, THE CITY 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 THE ABOVE REQUIREMENTS. MUST INCLUDE POLICY NUMBER AND "CITY OF SEATTLE" UNDER SCHEDULE.**
- **CERTIFICATE HOLDER:**  
*FOR NOTICE OF CANCELLATION PURPOSES ONLY! DO NOT MAIL CERTIFICATION TO THE CITY. SEE GREEN BOX ABOVE FOR E-MAIL ADDRESS*

City of Seattle  
Risk Management Division  
PO Box 94669  
Seattle, WA 98124-4669

### ADDITIONAL ACTIVITY BASED INSURANCE REQUIREMENTS

- ☐ **Inflatables or Pony Rides, Petting Zoos, and other animal related activities with non-standard household pets:** Minimum CGL limits \$2,000,000 CSL per occurrence.
- ☐ **Valet Parking:** Minimum Garage Keepers Legal Liability limits of \$150,000 any one vehicle/\$500,000 any one loss.
- ☐ **Athletic Events:** All participants must sign a sponsor's indemnification releasing the City from all liability. Otherwise, minimum \$5,000 medical payments limits per person for participants.
- ☐ **Hosting Liquor:** Minimum Host Liquor Liability limits \$1,000,000 CSL per occurrence. Evidence of coverage may be submitted by a licensee.
- ☐ **Selling Liquor:** Minimum Liquor Liability limits \$2,000,000 CSL per occurrence. Evidence of coverage may be submitted by a licensee. Two licensees with \$1,000,000 CSL limits may combine coverages to meet this requirement.
- ☐ **Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, drilling augers, bucket lifts, and other similar items:** Minimum CGL 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 CGL 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 CGL limits \$5,000,000 CSL per occurrence.
- ☐ **As required by Seattle Fire Code or City of Seattle Fire Marshal permit for Controlled Hazardous Activity, including Pyrotechnic Activities:** Minimum CGL limits \$2,000,000 CSL per occurrence.

If questions or issues, call Samantha Anderson at (206) 684-0579 or E-Mail [samantha.anderson@seattle.gov](mailto:samantha.anderson@seattle.gov)

# CITY OF SEATTLE

## PARK USE PERMIT INSURANCE REQUIREMENTS

The City of Seattle requires that all Park Use Permits be supported by evidence of insurance coverage for the term of the permit. Prior to commencing any of the activities approved by a Park Use Permit, the applicant, at no expense to the City, shall obtain and file with the City's Risk Management Department **no less than 90 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 City Park Use 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 (applies to liquor sales).
- **Host Liquor Liability Insurance, with an approved banquet permit from Washington State Liquor Control Board;** Minimum limits **\$1,000,000** CSL each occurrence (applies to hosted liquor, no sales)
- **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. **Auto Liability.** If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be **\$1,000,000** CSL per occurrence.
3. **Valet Parking.** Requires Commercial General Liability or Garage Liability (with limits as per paragraph 1.) with Garage Keepers Legal Liability limits of not less than **\$150,000** each vehicle/**\$500,000** per location for ACV Comprehensive and Collision to insure vehicles in the care, custody or control of the valet. Deductible shall not exceed \$500.
4. **Volunteers.** Commercial insurance provisions must be documented for all Volunteers, with a minimum limit of **\$25,000** per person Medical/AD&D (or equivalent coverage state Worker's Compensation Insurance for volunteers), and personal liability with a minimum limit of **\$100,000** per person. Volunteers driving in the course of their activity must have current liability insurance that meets the State of Washington statutes. Permit holders are encouraged to require, or provide, excess liability insurance for their volunteer drivers.
5. **Workers' Compensation.** The permit holder shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. The permit holder shall be responsible for Workers' Compensation Insurance for any subcontractor it may use or hire for purposes of this permit activity. If the permit holder's activities require working on or around a navigable waterway the permit holder shall provide evidence of the United States Longshore and Harbor Workers (USL&H) if necessary to be in compliance with Federal Statutes. The permit holder shall assume all risk of damage to the activity site and its property, injury to its officers, directors, agents, contractors, or invitees, in or about the activity premises from any cause, and waives all claims against the City. The permit holder also waives, with respect to the City only, its immunity under RCW Title 51, Industrial Insurance of the Revised Code of Washington.
6. **Competitive Athletic Events (Running, Swimming, etc...) - Participant Medical Coverage.** All participants must sign indemnification agreements holding the City of Seattle, its elected officials, officers, employees, agents and volunteers harmless from all claims related to or resulting from the participant's activities and resulting injuries or death. Otherwise, each participant must be covered under commercial insurance coverage providing not less than **\$5,000** per person Medical/AD&D limits of insurance.
7. **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.
8. **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, it's elected officials, officers, employees, agents and volunteers" 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.

**NOTE: All insurance documents are due not less than thirty (90) days prior to the event. Late submittals may not be approved in time to issue a permit.**

**PLEASE DO NOT MAIL ORIGINALS – However, certificate holder can be listed as follows for cancellation notification:**

City of Seattle  
Risk Management Division  
PO Box 94669  
Seattle, WA 98124-4669

Contact Information for Questions or Issues FROM BROKERS: Samantha Anderson  
Office Phone: (206) 684-0579 ▪ E-Mail: [samantha.anderson@seattle.gov](mailto:samantha.anderson@seattle.gov) ▪ M-F, 8:30 AM - 5:00 PM Pacific Time

**PARK USE PERMITS CANNOT BE ISSUED WITHOUT APPROVED INSURANCE.**

#### **CITY OF SEATTLE PARK USE INDEMNIFICATION OBLIGATIONS**

- A. Permittee's Obligation: Permittee shall indemnify, defend, and hold the City, its elected officials, officers, employees, agents or volunteers 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 elected official, officer, employee, agent or volunteer; 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. City's Obligation: Except as provided under Subsection C hereof, the City shall indemnify and hold harmless the Permittee and its officers, employees and agents from any and all claims, actions, suits, proceedings, damages, costs, and expenses (including reasonable fees of attorneys and paralegal assistants) claimed by any person or entity and arising out of the sole negligence of the City or of any City elected official, officer, employee, agent or volunteer under this Permit.
- C. 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.



Must have BOTH a certificate and an endorsement (Seen on page 6 or 7) **EXAMPLE ONLY**

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

May 31, 2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Insurance Agent or Broker listed here.</b>	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED <b>ABC Company (MUST match the name on the contract or permit) 123 Happy Valley Road Seattle, WA 98107</b>	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: <b>Name of Insurer</b>	
	INSURER B:	
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/>	GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>The City does not accept CLAIMS-MADE insurance. All insurance must be OCCURRENCE based.</b>	<b>Dates must be in range of planned activities</b>	<b>Must not expire prior to end of contract and/or permit will be void during that time only</b>	EACH OCCURRENCE	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						\$ 1,000,000.00	
	<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
	PERSONAL & ADV INJURY	\$						
	GENERAL AGGREGATE	\$ 2,000,000.00						
	PRODUCTS - COMP/OP AGG	\$						
		\$						
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
<input type="checkbox"/>	AUTOMOBILE LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Any activity that involves vehicles must be covered in this section. 1 million min.</b>			COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						\$	
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	HIRED AUTOS	PROPERTY DAMAGE (Per accident)	\$					
	NON-OWNED AUTOS		\$					
			\$					
			\$					
<input type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Insurance must be OCCURRENCE based.</b>			EACH OCCURRENCE	
	<input type="checkbox"/> EXCESS LIAB						\$	
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
								\$
	DEDUCTIBLE		\$					
	RETENTION \$		\$					
<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>				WC STATU-TORY LIMITS	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
			E.L. DISEASE - POLICY LIMIT	\$				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**This can be left blank intentionally. If words are listed here they will be evaluated on a case by case basis**

## CERTIFICATE HOLDER

## CANCELLATION

**The City of Seattle  
Seattle Parks and Recreation  
300 Elliott Ave W, Suite 100  
Seattle, WA 98119**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POLICY NUMBER: XXXXXXXXXXXX  
Policy # must match certificate

COMMERCIAL GENERAL LIABILITY  
CG 20 12 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**State Or Governmental Agency Or Subdivision Or Political Subdivision:**

City of Seattle, it's elected officials, officers, employees, agents and volunteers

Endorsements that name the City of Seattle as additional insured is required

'by' or 'only to the extent' 'required by Contract/Agreement', 'Lease'  
or Other language will **NOT** be accepted.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



POLICY NUMBER: XXXXXXXXXXXX  
Policy # must match certificate

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

City of Seattle, it's elected officials, officers, employees, agents and volunteers

Endorsements that name the City of Seattle as additional insured is required

'by' or 'only to the extent' 'required by Contract/Agreement',  
'Lease' or Other language will NOT be accepted.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.