

Dear Event Coordinator:

Re: Instructions for Certificates of Insurance

Please make sure your insurance agent/company is aware of what is required below for your certificate of general liability insurance. If your insurance agent prepares an ACORD form, please note the following items need to be addressed for acceptance by the City Insurance Administrator.

1. Maintain commercial general liability insurance including **Workers Comp and liability with limits of one million per occurrence and two million aggregate, written on an "occurrence" basis listing the City of Kansas City, Missouri as the additional insured. IF children are involved:** Sexual abuse/molestation coverage must be included under general liability or obtained in separate policies in an amount of not less than \$1,000,000 per occurrence / \$2,000,000 aggregate written on an occurrence basis.

If applicable, Liquor Liability Insurance: Licensee and concessionaires and subcontractors of the Licensee selling alcohol at this Event must have a Liquor Liability Policy with minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. KCPR also must comply with this subsection if it sells alcohol at a Park. The City shall be added as an additional insured in such amounts and with such provisions, for all allowable policies and a COI shall be received from each entity (any contractors/subcontractors, concessionaires, Party hosts, etc.). License shall also be listed as additional insured but receive their own issued Certificate of Insurance (COI) from each entity.

2. The certificates of insurance will contain a provision stating that should any of the policies described in the certificate be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
3. The City of Kansas City, Missouri must be named as Additional Insured. Please state **"The City of Kansas City, Missouri"** rather than the "Certificate Holder" as Additional Insured in the Description of Operations Box.
4. **Certificate Holder** and Address block should be completed as follows:

City of Kansas City, Missouri

Parks, Recreation and Boulevards Department
4600 E. 63rd Street
Kansas City, Missouri 64130

5. **The Description of Operations** block should contain the City venue (park, boulevard, community center) name and date of event.
6. Please also include the NAIC#(s) on form.

Thank you for your attention to our requirements for insurance certificates. If you have any questions regarding the requirements, please feel free to contact the Parks and Recreation Department at (816) 513-7500.