



## Events Center Insurance Requirements

The Winter Park Events Center has insurance requirements for all rentals. The levels of coverage needed vary and may be increased at the discretion of Events Center Management.

Please see the second page of this document for the summation of insurance requirements.

### INSURANCE

1. Individual, organization, or host group shall provide a Certificate of Insurance “COI” naming the City of Winter Park as an additional insured in the sum of \$1,000,000 per occurrence to include general liability and automobile liability, when applicable. This option serves as an “umbrella policy” to cover the entire event and all vendors and guests in attendance.

**OR**

2. All vendors on site at any one event must have an individual COI on file with the venue (at least six weeks prior to the event date) naming the City of Winter Park as an additional insured in the sum of \$1,000,000 per occurrence to include general liability, and the following if applicable: worker’s compensation, employer’s liability and automobile liability. Any unapproved vendor who arrives onsite the day of the event must sign a liability waiver before proceeding to provide any goods or services to the event.

#### Note:

- For all insurance certificates, should coverage expire or renew prior to the occurrence of the event, a current certificate must be provided at least four weeks prior to the event.
- If we have worked with a vendor recently, we may already have a valid COI on file for them. Please send your vendor list to Events Center administration as soon as possible in order to check our database of vendors with current COI documents.

If you have questions, please contact our Event and Venue Manager, Alexandra Pate at 407-599-3572 or [apate@cityofwinterpark.org](mailto:apate@cityofwinterpark.org).

# SUMMATION OF MINIMUM INSURANCE REQUIREMENTS:

## **Commercial General Liability (Occurrence Form) patterned after the current ISO form**

-\$1,000,000.00 single limit per occurrence

-\$2,000,000.00 aggregate for Bodily Injury Liability & Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products & Completed Operations & Contractual Liability.

### **If Applicable:**

Proof of Auto Insurance

Worker's Compensation (Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits)

Employer's Liability (\$500,000 each accident, single limit per occurrence)

### **NOTE:**

1. Consultant shall ensure that all subconsultants and/or subcontractors comply with the same insurance requirements that they are required to meet.

2. The City of Winter Park must be included as an ADDITIONAL INSURED on the Insurance Certificate for Commercial General Liability where required.

3. The Certificate Holder shall be named as City of Winter Park with the address:

**CITY OF WINTER PARK**

**401 S Park Avenue**

**Winter Park FL 32789**