

## **SPECIAL EVENT INSURANCE REQUIREMENTS**

**City review and approval is required for all events.**

**A Certificate of Insurance will be required on all events.**

\*Low risk events such as art shows, fundraisers, block parties and certain private events will be reviewed for insurance requirements.

- Waivers and/or Indemnity Agreements may be required on certain events.
- Fireworks – Launching shells larger than 12 inches will require a minimum insurance limit of \$2 million per occurrence, \$5 million aggregate, along with all appropriate permits.
- Events that include entertainment such as fire/pyrotechnics, animals, motorcycles, drones, or watercraft may have additional insurance requirements. A list of entertainers and/or vendors may be required.

- 1. General liability insurance coverage with a minimum aggregate limit of \$4,000,000.**
2. Events serving or selling alcohol will require Liquor liability coverage of at least \$1,000,000.
3. Events using any form of aircraft will require Aviation liability coverage with limits of \$4,000,000. Coverage shall include bodily injury and property damage arising out of the ownership, operation, use or maintenance of aircraft. Coverage shall include participants, and passengers if applicable. (Additional regulations may apply)
4. **If any part of the event is contracted out to a third-party, the third-party must provide a certificate of insurance and endorsement to Ogden City.**
5. If portable City equipment is being requested (i.e., bleachers, stage, radios etc.) coverage for leased/rented/borrowed equipment in the amount of \$50,000 is required.
6. If vehicles are part of the event, you may be required to provide auto liability coverage of at least \$1,000,000. Contact Ogden City to see if your event requires auto liability coverage. Additional insurance coverage may be required along with participant coverage if deemed necessary.

**Event information must be listed on the certificate and the liability policy must be endorsed as follows:**

Additional Insured Endorsement wording: "Ogden City, its elected and appointed officials, employees, volunteers and agents are named as Additional Insureds for the \_\_\_\_\_ (event) scheduled for \_\_\_\_\_ (date)."

**List the address below as Certificate Holder.**

Ogden City Corporation  
2549 Washington Blvd. Ste. 914  
Ogden, UT 84401

**Falsifying insurance documents could result in the denial of your event.**

**The City Attorney has the right to waive any requirements if the activity is protected by the first amendment.**

**Inflatable play structures are strictly prohibited.**

**Ogden City must be notified if an event has EVER experienced an injury or loss.**

**Ogden City reserves the right to change insurance requirements as necessary.**

Please contact Ogden City Special Events at [specialevents@ogdencity.com](mailto:specialevents@ogdencity.com) or Ogden City Risk Management at [risk@ogdencity.com](mailto:risk@ogdencity.com), with any questions.