

CERTIFICATE OF LIABILITY INFORMATION – CITY OF OCALA

A permitted user of a City facility, park or property will be required to provide proof of insurance as specified herein, for any of the following types of events or any other event that is deemed to constitute a hazard of similar exposure:

- Any recreational event where more than 250 people are estimated to attend. The estimate may be based on past attendance, event holder estimate, or City estimate.
- Any for-profit event.
- Any event involving alcohol.
- Any event involving fireworks or explosives.
- Any event involving vehicles such as tractor pulls, car or motorcycle shows.
- Any event requiring street closure.
- Any event involving animals.
- Carnivals, circuses or fairs.
- Block Parties.

INSURANCE SPECIFICATIONS. When insurance is required, it must be a general liability policy, written by an insurer authorized to do business in Florida, naming the City of Ocala as an "Additional Insured" and including coverage for premises, operations, products and completed operations, contractual liability and broad form property damage and personal injury coverage, with per occurrence combined single limits of at least **\$1,000,000**, and a minimum **\$2,000,000** aggregate limit. Liquor Liability insurance with the same limit is required where applicable. A Certificate of Insurance attesting to this must be provided to HR/Risk Management prior to the event.

GENERAL LIABILITY – A minimum of \$1,000,000 per occurrence and must name the City of Ocala as Additional Insured. Coverage is to be Occurrence Form. **COVERAGE CANNOT BE CLAIMS MADE. CLAIMS MADE COVERAGE WILL NOT BE APPROVED.**

AUTOMOBILE LIABILITY INSURANCE – A minimum of \$1,000,000 providing coverage on a per occurrence basis is required if automobiles or any other licensed motor vehicles are used as part of the event and must name the City of Ocala as Additional Insured.

PRODUCT LIABILITY INSURANCE – Is required for sale or distribution of any products (i.e. food, beverages, fireworks, and souvenirs) at the event. Each vendor (an entity in the business of making a profit) must provide proof of a minimum of \$1,000,000 Products Liability Insurance and must name the City of Ocala as Additional Insured.

LIQUOR LIABILITY INSURANCE – A minimum limit of \$1,000,000 is required if there is the sale or consumption of alcoholic beverages at the event and must name the City of Ocala as Additional Insured.

WORKERS COMPENSATION INSURANCE – In accordance with Florida State Statutes, will be required and afford protection to the vendor's employees. If vendor is the holder/sponsor of the event, the vendor will afford Workers Compensation Insurance protection to any City of Ocala off duty employees hired by the event.

Proof of **Bodily Injury** and **Property Damage Liability Insurance** must be provided for all motor vehicles and/or boats used in the event, including parades, processions, etc.

- You will also be required to complete a City of Ocala Special Event (Parade*) Application.
- The insured on the Certificate must be the same as the name of the organization requesting the event on the City of Ocala Special Events Parade* Application. **If a second page Disclaimer is attached, an Endorsement must also be attached. Any Endorsement referenced must be attached.**

- On the Certificate the Description of Operations section **must** read...

The City of Ocala is named as Additional insured for the (NAME OF THE EVENT/PARADE*) held on (DATE OF THE EVENT/PARADE* – INCLUDING ANY RAIN DATES) at (LOCATION OF THE EVENT/PARADE*). If the Parade* includes a rolling road block or street closures, the Description of Operations must state that it involves such.

- The Certificate Holder section **must** read:

City of Ocala
Attn: Kim Sickler
Parks Operations
828 NE 8th Avenue
Ocala, Florida 34470

- Certificate must be submitted at least 15 days prior to Event/Parade* date. Failure to provide Certificate within 15 days of Event/Parade* date will result in cancellation of Event/Parade* as per ordinance.
- Company must be rate **A** in the A.M. Best. **Must** provide current correct NAIC # of Insurers Affording Coverage.
- You can email it to Ksickler@ocalafl.org. You can fax a copy of the certificate to Kim Sickler at 352-368-5514 for review; however if you fax (not email), mail the original to the following address:

Recreation & Parks
Attn: Kim Sickler
828 NE 8th Avenue
Ocala, Florida 34470

*Parade means any parade, march, ceremony, show, exhibition, rally, demonstration, pageant, competitive running or walking events, walks for charities, or other civic purposes, or procession of any kind, or any similar display or event, in or upon any City street, park, Downtown Square or other public place owned by the City.