



# City of Medford Insurance and Indemnity Requirements for Special Event Permits

**This completed and signed document is required to be attached to your Special Event Permit. The insurance is required to be provided to the Medford Parks and Recreation Department three weeks prior to your event.**

Liability Insurance is required to provide the financial means by which an entity or person conducting the activity can respond to the liability and indemnity responsibility for their event. The amount of liability insurance required has been set in consideration of Oregon Revised Statutes (ORS 30.260 to 30.300).

At least three weeks prior to our event we will provide:

- Liability Insurance with a limit of **at least \$1,000,000** per occurrence and aggregate, that **names the City of Medford as additional insured by endorsement to the policy**. It shall be understood that City of Medford, as additional insured, includes its elected officials, officers, employees, and agents while acting within their duties as such.
- Certificate of Insurance with the additional insured endorsement attached** shall be provided to the City of Medford prior to the event. Certificate Holder and Additional Insured shall be shown as:  
**City of Medford, 411 W. 8<sup>th</sup> Street, Medford OR 97501**

**INDEMNITY AGREEMENT: I do hereby agree, as an individual or an authorized representative on behalf of my entity, to indemnify, defend, and hold harmless the City of Medford, its elected officials, officers, employees, and agents, for any and all claims and associated expenses for losses including but not limited to personal injury or property damage arising out of the event held on City-owned property or in public right-of-way within the City of Medford, as specified.**

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Email address: \_\_\_\_\_



Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**\*\*Please note this is a specific policy for this specific event date/time/location. As such you should wait until the Special Event Permit has been processed thru all departments prior to buying this type of insurance in case some of the specific information changes.**

**Event Liability Insurance Policies** for weddings, parties, or other types of gatherings and facility rentals for events may be purchased for short durations from a number of sources. Please check with your insurance professional, or do an Internet search to locate a provider. A brief list of some insurance providers is on the back of this form for reference.

**Consult with your insurance professional, do an Internet search for “event insurance,”  
or refer to this sampling of event insurance providers:**

(For reference only, in alphabetical order, no recommendation of any provider implied)

<p><b>Aon Specialty Consumer Insurance</b> 877-723-3933</p> <p>Private Event Insurance <a href="http://www.privateeventinsurance.com">www.privateeventinsurance.com</a></p> <p>WedSafe Wedding Insurance <a href="http://www.wedsafe.com">www.wedsafe.com</a></p>	
<p><b>Gales Creek Insurance Services</b> Event Insurance Now 503-977-5639 <a href="http://www.eventinsurancenow.com">www.eventinsurancenow.com</a></p>	
<p><b>K&amp;K Insurance</b> Event Insurance 800-328-2317 <a href="http://www.kandkinsurance.com">www.kandkinsurance.com</a></p>	
<p><b>RV Nuccio &amp; Associates</b> 800-364-2433 <a href="http://www.specialeventinsurance.com">www.specialeventinsurance.com</a></p>	
<p><b>Travelers</b> 888-342-5977 <a href="http://www.protectmyevents.com">www.protectmyevents.com</a></p>	