



## Special Event Insurance Requirements

### Insurance Requirements

The City of Tucson has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Tucson a certificate of insurance that complies with the requirements referenced below must be furnished.

**All special event applicants shall name the City of Tucson as an “Additional Insured”**, per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance. Applicant agrees that any insurance available to the applicant shall be primary and non-contributory to the city’s self-insured retention. Applicant should obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy. Complete and accurate certificates must be received by the City of Tucson a minimum of ten (10) working days prior to the event.

Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the City of Tucson as “Additional Insured” as per item one below. Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact our Risk Management Department at 520-791-4728. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

### The certificate must show:

1. The City of Tucson, its agents, officers, employees and volunteers are named as “Additional Insured.” All Certificate of Insurance policies must reflect this with the exception of workers compensation. **The endorsement must be included with the certificate.**
2. The City of Tucson shall be notified at least thirty (30) days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
3. Policies shall be endorsed to include a waiver of subrogation endorsement in favor of the City of Tucson (including worker’s compensation). **The endorsement must be included with the certificate**
4. General Liability Including:
 

Bodily Injury	Contractual	Independent Contractors
Product/Completed Operations	Comprehensive Form	Hazard
Broad Form Property Damage	Premises Operation	Personal injury

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates shall be received no less than ten (10) working days prior to the event.

**Address for the certificate:**

City of Tucson  
PO Box 27210  
Tucson, AZ 85726-7210

**INSURANCE LIMITS**

**General Events (consist of those events held at City facilities)**

1. General Liability - \$2,000,000 each occurrence, \$4,000,000 aggregate\*  
\* \$2M general aggregate acceptable if purchased through City contractor  
TULIP program and/or event insurance underwriter is unable to secure—  
most aggregates are double the per occurrence rate.
2. Auto Liability - \$1,000,000 combined single limit (each accident)
3. Workers Compensation - Arizona Statutory Requirement
4. Events with Liquor \$3,000,000 host liquor liability and include items 2 thru 3

**Events including Carnival/Amusement Rides**

1. General Liability \$2,000,000 each occurrence (Ferris Wheels subject to additional coverage)
2. Include Items 2 thru 3 under General Events

**Events including Fireworks Production**

1. General Liability - \$5,000,000 each occurrence
2. Include items 2 thru 3 under General Events

Updated: August 12, 2019