



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 shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) 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.
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. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Tucson.
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 thirty (30) working days prior to the event.

INSURANCE LIMITS

General Events

General events consist of those events held at any City facility.

General Liability - \$2,000,000 each occurrence, \$3,000,000 aggregate

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation – Arizona Statutory Requirements

Liquor Liability - \$3,000,000 each occurrence

Fireworks Production

General Liability - \$5,000,000 each occurrence

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation – Arizona Statutory Requirements

Liquor Liability

If your event is approved to have alcohol you will need to show proof of liquor liability coverage of \$2,000,000 each occurrence

Carnival/Amusement Rides

\$2,000,000 General Liability

\$1,000,000 Auto Liability

Workers Compensation – Arizona Statutory Requirements