



CITY ORGANIZED SPECIAL EVENTS

SPECIAL INSTRUCTIONS FOR YOUR INSURANCE BROKER

To the Applicant's Insurance Broker

Your client wishes to participate in one or more City of Richmond Hill Special Events. As part of the application process, your client must provide Evidence of the General Liability Insurance that will be in force during their participation in the Events.

These instructions will help to ensure that the Evidence provided will be acceptable to the City of Richmond Hill's (the "City") Risk and Insurance Section.

Please complete the City's Certificate of Insurance form "General Liability – Standard Form" (also Umbrella and Automobile Liability if required) by following the instructions below. All City Certificate of Insurance forms are available at: www.richmondhill.ca/certificatesofinsurance.

Important Instructions:

- 1) Please ensure that the "Insured" noted on the Certificate is the same name submitted in the Participation Undertaking Form.
- 2) The "Description" box contains the following:
 - a) One Certificate for each event - "All obligations and operations of the Named Insured and activities forming part of the (Insert name of Event) being held in the City of Richmond Hill on (Insert date(s) of event including load in and load out days)"
 - OR**
 - b) One Certificate for MULTIPLE Events - "All obligations and operations of the Named Insured and services and activities provided at all attended City of Richmond Hill Special Events being held within the City of Richmond Hill during the policy period"
- 3) Insert the Policy Number, Effective and Expiry Date, and **\$5,000,000 per occurrence limit of liability**.
- 4) Certificates must be stamped and **signed by an authorized representative of the Insuring Company**.
- 5) **ONLY a City General Liability Certificate of Insurance** (Umbrella and Automobile Liability if required) will be acceptable. Do not submit any other Certificate of Insurance forms.

If you have any questions regarding the completion of the City Certificate of Insurance form, please contact risk.management@richmondhill.ca or call (905) 771-2487.