



Special Event Insurance Guidelines

Before final approval of your Special Event Permit Application is granted, an ACORD Certificate of Insurance reflecting Commercial General Liability insurance, Workers' Compensation insurance and Liquor Liability insurance (if applicable) shall be provided, for the Host Organization and, as applicable, the Primary Contact, Private Security Service Provider, Medical Service Provider, and other service providers if required by the Risk Management Department.

All certificates of insurance must provide coverage for the duration of the event, including set up and tear down dates. The City's Risk Management Department has final authority regarding the insurance coverage and limits for the Special Event and can require insurance coverage from other service providers; place requirements on Event Components and/or modify Event Components in a Special Event due to the unique nature or risk of a particular Event or Event Component; and require participant waivers.

Certificates of Insurance Must Reflect:

Commercial General Liability with limits of:

- \$1 million per occurrence
- \$2 million general aggregate

Workers' Compensation with limits of:

- \$1 million (Required if the insured has paid employees)

Liquor Liability

- Required if alcohol will be consumed at the event.

Sexual Abuse & Molestation (SAM) Insurance:

- Required if working with children.

Certificate Holder Must Reflect:

City of Allentown
Risk Management Department
435 Hamilton Street, Suite 106
Allentown, PA 18101



Special Event Guidelines

Insurance

Endorsements

In addition to the certificates of insurance, the City of Allentown requires proof of the following policy endorsements:

Commercial General Liability

- The policy must be endorsed to name “The City of Allentown, its elected officials, representatives, employees and agents” as additionally insured. You must provide a copy of the actual endorsement. Listing the City as an additional insured on the certificate of insurance is not sufficient.

Workers’ Compensation

- The policy must be endorsed to provide the City of Allentown a Waiver of Subrogation. A copy of the actual endorsement must be provided. Referencing the Waiver of Subrogation on the certificate of insurance is not sufficient.

Required Insured Entities

All the above listed insurance requirements apply to each of the following entities:

- Host Organization
- Primary Contact (if not a employee or volunteer of the Host Organization)
- Private Security Service Provider
- Medical Service Provider
- Other, if required by the City’s Risk Management Department

Waiver Forms

All waiver forms the Host Organization or City requires its Event participants to execute shall specifically include:

- The City of Allentown, its elected officials, representatives, employees, and agents.
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Special Event Guidelines Insurance

Submittal Information

If you have not included all insurance documents with your Special Event Permit Application at the time of submission, send copies of the remaining documents to the city's Risk Management Department at:

City of Allentown
Risk Management Department
435 Hamilton Street, Suite 106
Allentown, PA 18101
Email: RiskManagement@allentownpa.gov
Fax: 610-841-5602
