



# ADDENDUM G

INSURANCE SPECIFICATIONS



## INSURANCE SPECIFICATIONS

**The Certificate of Insurance must meet the following criteria.**

1. The Town of Florence named as additional insured.
2. The insurance is primary to the Town of Florence’s insurance.
3. The Town of Florence shall be notified at least 10 days prior to cancellation or alteration of the above insurance coverage.
4. General Liability including:

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

In addition, specific date(s) and location(s) of the event must be stated clearly on the certificate. Certificates must be received five (5) business days prior to the event.

**How important is the Certificate of Insurance?**

- A. Your event or activity will not be approved or scheduled until your certificate of insurance has been approved by the Town Clerk and is on file in our office.
- B. We suggest that you make the insurance requirement your first priority. Do not advertise your event until the requirement has been met.
- C. If your insurer has questions regarding the requirements have them contact Town of Florence Town Clerk’s Office at (520) 868-7500.
- D. The Town Clerk’s Office will not work with insurance companies regarding insurance compliance within the 24-hour period before the event or the last working day before the event. Insurance certificates are required five (5) days prior to the event.

E. Additional Certificates—General Liability	
Fireworks	\$5,000,000
Carnivals and Amusements	\$2,000,000

**Liquor Liability**

If your event is approved for the sale of beer and/or wine you will need an additional, separate policy and certificate of insurance to establish proof of liquor liability coverage. The required statement is the same as for the general liability certificate. The limit is \$2,000,000 if the event will be held on town property, or if the town is a co-sponsor of the event.

For further information contact:

Town Clerk’s Office (520) 868-7500