

IF ALCOHOL WILL BE SERVED OR CONSUMED, INSURANCE IS REQUIRED

If alcohol will be consumed or served at your event, for your rental agreement to be complete you must present day of event **liability insurance**. This page contains all the information an insurance agent will need to give you a quote/provide you with the proper coverage. Feel free to provide this page to your agent.

A *Certificate of Insurance* must be presented before rental with the following:

- Coverage of a minimum of one million dollars per occurrence for Bodily Injury and Property Damage
- Alcohol related incidents must be specifically covered
- The following language and address must be included:

*This Certificate of insurance shall list as Additional Insureds **North Portland Neighborhood Services** and its officers, employees, and agents, and **North Portland Community Works (aka Kenton Action Plan)** and its officers, employees, and agents, and the **City of Portland**, and its officers, employees and agents.*

*North Portland Neighborhood Services
North Portland Community Works (aka Kenton Action Plan)
City of Portland
2209 N. Schofield Street
Portland, Oregon 97217*

Where to Find Day of Event Insurance?

Many homeowner/renter insurance companies include this coverage. Talk to your insurance agent to secure the required certificate. Day of Event Insurance can also be obtained for purchase from insurance agencies. If you need assistance, Firehouse staff can let you know of insurance agencies that other renters have used to obtain Day of Event Insurance.