



INSTRUCTIONS FOR INSURANCE CERTIFICATES

The following are **requirements** for Insurance Certificates for all events, such as, but not limited to: *(Also see the ACORD form example.)*

- Caterers preparing food on site or staying during the event
 - Providers of inflated rides, dunk tanks, etc.
 - Walk-a-thons or race events, etc.
1. The section “Description of Operation/Locations...” **must contain the following:**
 - **Additional Insured – General Liability: City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all Boards, Commissions and/or authorities and their Board members, employees, and volunteers.**
 - *Please include:* **Event date, Shelter name and group name.**
 2. The section “Certificate Holder” **must contain the following:**
 - **City of Rochester Hills
1000 Rochester Hills Dr.
Rochester Hills, MI 48309-3033**
 3. The section “Cancellation” **must show the stricken text and insert “30” days to read as follows:**
 - Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will ~~endeavor to mail~~ **30** days written notice to the certificate holder named to the left, ~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~
 4. The certificate must be sent to the Parks Division **directly from the insurance company.**

Your compliance with these requirements will avoid unnecessary delays in approving your requests.

Please provide these instructions along with the ACORD form example to your insurance carrier. This information is also available on the City’s website. For further questions, please contact:

City of Rochester Hills – Parks Division
1000 Rochester Hills Dr.
Rochester Hills, MI 48309-3033
Phone: 248-656-4673
Fax: 248.841.2576
Email: parks@rochesterhills.org
Website: www.rochesterhills.org