



## INSURANCE REQUIREMENTS

The following **requirements** for **ACORD®** forms (see **ACORD® form example**), Insurance Certificates, or binding endorsements pertain to activities, such as, but not limited to:

- 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. An **ACORD®** form, certificate of insurance, or binding endorsement must indicate full liability coverage of not less than **1,000,000 per occurrence** and combined aggregate with the City of Rochester Hills named as also insured.
  2. The “**Description of Operation/Locations...**” section **must contain the following:**
    - **Additional Insureds: City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all Boards, Commissions and/or authorities and Board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing, or excess.**
  3. The “**Certificate Holder**” section **must contain the following:**
    - **City of Rochester Hills  
1000 Rochester Hills Dr.  
Rochester Hills, MI 48309-3033**
    - *Please include: Event date, Shelter name, and group name.*
  4. The **ACORD®** form, certificate or binding endorsement **must be sent directly from the insurance company to:**
    - City of Rochester Hills  
Parks & Natural Resources. - Shelter Reservations  
1000 Rochester Hills Dr.  
Rochester Hills, MI 48309-3033

**Your compliance with these requirements will avoid unnecessary delays.**

This information is also available on the City’s website. [www.rochesterhills.org/shelters](http://www.rochesterhills.org/shelters). For further questions, please contact the Parks & Natural Resources at:

Phone: 248.656.4673  
Fax: 248.841.2576  
Email: [parks@rochesterhills.org](mailto:parks@rochesterhills.org)

