



Liability Insurance (Item #1 and #2) required for ALL GROUPS even if you are self-catering.

The City of Portland requires that groups must have liability insurance covering everyone present. Insurance may be provided in one of the following ways:

1. A binder may be placed on your homeowners' policy or on a business insurance policy for your event.
2. A policy may be purchased from an insurance agent of your choice. You may want to compare cost with coverage through Gales Creek Insurance Services who contract with the City of Portland to provide appropriate coverage at a reduced rate. Their email address is www.galescreek.com.

ITEM #1

CERTIFICATE OF INSURANCE

The City of Portland Parks and Recreation requires a Certificate of Insurance for all events held at Crystal Springs Rhododendron Garden if you plan to:

- Sell or serve alcohol (no hard liquor permitted) single bar only
- Sell food, beverages or souvenirs to the public
- Be open to the general public
- Conduct business in any way (caterer parties, photograph)
- Have animals or water as a part of the event
- Hold non-sanctioned sporting events/tournaments
- Miscellaneous other activities as requested

The Certificate of Insurance from the insurance agent must state the date(s) of coverage and provide public liability for bodily injury and property damage in the sum of 500,000.00 naming the City of Portland, it's officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.

Please note that these items are to be returned to the address below. Verification of authenticity of these documents constitutes "The Permit". Please keep a copy of each item for your files.

To secure a permit to serve alcohol at Crystal Springs Rhododendron Garden, you must engage a licensed caterer. You must provide the following three items:

1. Certificate of Insurance, supplied by your agent
2. Additional Insured Endorsement, signed by both you and your agent
3. Server Information

All beer and wine must be served from an OLCC licensed bartender

Required documents must be completed and returned no later than 60 days prior to your event.

Mail To: Rachael Moloney
Crystal Springs Event Coordinator
3036 NE 13th Avenue
Portland, OR 97215

Or Email: eventsargs@gmail.com

***Insure The Garden Address:**
Crystal Springs Rhododendron Garden
5801 SE 28th Avenue
Portland OR 97202

ITEM #2

ADDITIONAL INSURED ENDORSEMENT

Without prejudice to coverage otherwise existing herein, the City of Portland, it's officers, agents, and employees, are included as additional insured under this policy as to any claim or claims for injury to, or death of, any person, or damage to property, resulting from or growing out of the permit issued by the Event Coordinator on behalf of the City of Portland to the named insured for the use:

Park: Crystal Springs Rhododendron Garden **Date of Event:** _____

Event/Persons Names: _____

It is understood and agreed that this policy shall not terminate or be cancelled prior to the use of the facility by named intention without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Auditor of the City of Portland.

Notwithstanding the naming of additional insured, the policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured. The coverage applies as to claims between insured on the policy. This endorsement assures that the policy complies with the named insured's permit from the City of Portland:

Insured's Signature Date

Authorized Insurance Company Date
Agent and/or Representative's Signature

ITEM #3

SERVER INFORMATION – FROM CATERER

Name: _____

Phone Number; _____

O.L.C.C. License Number: _____ Expires: _____