

Dear Event Coordinator:

Re: Instructions for Certificates of Insurance

Please make sure your insurance agent/company is aware of what is required below for your certificate of general liability insurance. If your insurance agent prepares an ACORD form, please note the following items need to be addressed for acceptance by the City Insurance Administrator.

1. Maintain commercial general liability insurance with limits of one million per occurrence and two million aggregate, written on an “occurrence” basis listing the City of Kansas City, Missouri as the additional insured.
2. The certificates of insurance will contain a provision stating that should any of the policies described in the certificate be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
3. The City of Kansas City, Missouri must be named as Additional Insured. Please state “The City of Kansas City, Missouri” rather than the “Certificate Holder” as Additional Insured in the Description of Operations Box.
4. Certificate Holder and Address block should be completed as follows:

City of Kansas City, Missouri
Parks, Recreation and Boulevards Department
4600 E. 63rd Street
Kansas City, Missouri 64130
5. The Description of Operations block should contain the event name, event date and general event location – i.e. “Power & Light District” or “route throughout KCMO”.
6. Please also include the NAIC#(s) on form.

Thank you for your attention to our requirements for insurance certificates. If you have any questions regarding the requirements, please feel free to contact the Parks and Recreation Department at (816) 513-7500.