

## INSURANCE REQUIREMENTS IF UTILIZING THE CITY RIGHT OF WAY FOR TEMPORARY OUTDOOR SEATING

You must call your insurance agent or broker to request a certificate of insurance specifically for the Temporary Use Permit; a copy of an existing certificate or a copy of your insurance policy declarations page, a "Certificate of Coverage" or insurance binder will not be accepted.

1. The certificate of insurance must show the **City of Aurora, Attn: Risk Management Division, 15151 E. Alameda Parkway, 3<sup>rd</sup> Floor, Aurora CO 80012** in the space identified for Certificate Holder.
2. The certificate must indicate that the City of Aurora is an additional insured under the permit holder's liability policy in the description of operations box.
3. The certificate of insurance (COI) must indicate a limit of at least \$1,000,000 (or more) per occurrence in liability insurance, and \$2,000,000 (or more) general aggregate.
4. The agent/broker **MUST** describe the activity (Name, location, and date) for which the Temporary Use Permit is being issued in the section of the certificate titled "*Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions.*"
5. The named insured and the person or business applying for the Temporary Use Permit **MUST** be the same or an explanation (e.g. DBA or description of the event and connection to the party requesting the Permit) must be provided.

You may email or fax the certificate to the City of Aurora Risk Management Division **Please reference your permit application number on any correspondence and on the certificate of insurance.** The Fax number is (303)739-7509.

**If alcohol is going to be served or sold, the liability policy must include and specifically reference liquor legal liability insurance of \$1 million, and it MUST include a description of the operations/location.**