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# CERTIFICATE OF INSURANCE /HOLD HARMLESS TRACKING FORM

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Event organizers shall be required to provide a Certificate of Liability Insurance listing the specific event and naming the City of Bellevue as an additional insured. Generally, the Certificate of Liability Insurance requires a minimum of \$1,000,000 public liability insurance or proof of self-insurance. A Hold Harmless Agreement is also required. For more information contact the City of Bellevue Risk Management Office at 425-452-2746.

**Naming the City Additional Insured:**

City of Bellevue  
Parks and Community Services Department

**Event Name:**

**Sponsoring Organization(s)**

**Event Date**

**Event Contact Name**

**Phone Number**

**Email**

**Name of Insurance Carrier**

**Insurance Contact Name**

**Insurance Company Phone No.**

**Insurance Form/Policy No.**

**Mail this form along with Certificate of Insurance and Hold Harmless Agreement to:**

SPECIAL EVENTS COMMITTEE  
City of Bellevue (Attention: **Sharon Franzen**)  
Parks & Community Services Department  
P.O. Box 90012  
Bellevue, WA. 98009-9012

**Or:**

**Hand carry this form along with Certificate of Insurance and Hold Harmless Agreement to:**

SPECIAL EVENTS COMMITTEE  
Parks and Community Services Department  
Bellevue City Hall (Attention: **Sharon Franzen**)  
450- 110<sup>th</sup> Avenue NE, Bellevue

**FOR OFFICIAL USE ONLY**

Certificate of Insurance form attached?  YES  NO

Hold Harmless Agreement attached?  YES  NO

Date Received by SEC \_\_\_\_\_ Date Received by RM \_\_\_\_\_

SEC Notes/Follow up \_\_\_\_\_

RM Notes/Follow up \_\_\_\_\_