

F. Certificate of Insurance

All events that occur on public property in the City of Salina require insurance that meets the terms listed below. For *Advanced* Special Event Permits, your Certificate of Insurance must be received no later than thirty (30) days prior to your event start date.

Provide a Certificate of Liability Insurance from your Insurance Agent reflecting General Liability limits of **\$500,000 per occurrence and \$1,000,000 aggregate. The City must also be endorsed as an additional insured.**

City of Salina
P.O. Box 736
Salina, KS 67402-0736

Different insurance limits may be required by the City's Risk Manager, depending on the nature of your event. The organization name on the first page of the Special Event Permit Application must match the name of the entity providing the insurance. If your event is occurring on public property or right-of-way and you or a vendor will be selling alcohol at the event, you must include Liquor Liability on your insurance.

Please contact the City of Salina Risk Management Office at (785) 309-5705 if you have any questions regarding insurance requirements.