



**Town Of East Greenbush**  
**Parks & Recreation Department**  
225 Columbia Turnpike, Rensselaer, NY 12144  
518-477-4194

## **Certificate of Insurance**

The following policy is in effect for all individuals, businesses, and organizations (Church, schools, etc) intending on having a function on Town grounds:

To comply with this requirement, an individual, business, or organization may obtain a Certificate of Insurance; referred to as a one day, "special event rider" through the insurance agency that provides their Home Owner's, Renter's or Business policy. A certificate of insurance may also be obtained through an online Event Insurance provider (Google search "Event Insurance" for options).

### **The Certificate of Insurance must name**

**The Town of East Greenbush, 225 Columbia Turnpike, Rensselaer NY, 12144**

**As the "additional insured." If it is not made out as specified, the certificate will not be accepted. The Certificate of Insurance must be provided within thirty (30) days of the issued permit/facility sales receipt, with the following limits:**

- **General Liability (Required for all) \$1,000,000**

**Alcohol Policy: If alcohol will be served, Host Liquor Liability Coverage must be included on your Certificate of Liability Insurance or by the Caterer/Vendor serving alcohol.**

The Town reserves the right to require a Certificate of Insurance from any group, vendor, or organization whose activities or actions in the opinion of the Town warrants such coverage. This includes but is not limited to the running of extension cords, bringing animals, vehicles, equipment or any other potentially hazardous situations or activity.

### **Events and Programs**

The Town reserves the right to increase these limits at its discretion and to amend these regulations as it deems appropriate.

In addition to permit holders; all caterers, DJ's, vendors including nonprofit organizations and those providing services or goods to the public or those groups promoting a cause on Town Park property must provide the insurance certificates as outlined in this section for the specific date and event requested or to be added as additional insured to the permit holders certificate of insurance.

### **Forwarding Certificate of Insurance to the Community and Recreation Department:**

Certificate of Insurance should be forwarded to the Community and Recreation office within thirty (30) days of issued permit. Please email a copy to [dmillet@eastgreenbush.org](mailto:dmillet@eastgreenbush.org), or mail to the above address.

Please make sure to reference the date and area you are renting as well as the last name on the reservation.