



City of Tulsa Certificate of Liability Insurance Requirements

Applicant shall furnish the City of Tulsa, at least fifteen (15) business days in advance of the occupancy time of the permit, venue, escort, or road closure, whichever comes first, a certificate showing there is in force a general liability insurance policy with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence. Applicant shall include product liability insurance coverage in equal liability limits (\$175,000 per individual and \$1,000,000 per multiple individuals as the result of and single occurrence or accident) when concession sales are approved during the event. The applicant must be the named insured and the City of Tulsa must be named as an **Additional Insured** on the policies. The insurance company must be a company duly licensed to do business in the State of Oklahoma and listed in the [Oklahoma 96th Annual Report and Directory of Insurance and Related Companies](#). The policy shall also provide for a minimum of thirty (30) days mandatory written notice to the City of Tulsa, in the event of cancellation or material alteration of the limits of the policy.

INDEMNITY - Applicant agrees to conduct its activities upon the premises so as not to endanger any persons; and to indemnify and save harmless the City of Tulsa against any and all claims for loss, injury or damage to persons or property including claims of employees of applicant or any contractor or subcontractor, arising out of the activities conducted by the applicant, its agents, members or guests. If requested by City of Tulsa, applicant must provide proof of workers' compensation insurance of its employees who shall be working on the premises or provide a certificate of non-coverage, which can be obtained from the [Oklahoma Department of Labor](#).

CANCELLATION - The cancellation section in the bottom right hand corner of the certificate of insurance should read: ***Should any of the above described policies be cancelled before the expiration date thereof, ten (10) days prior written notice will be delivered to the certificate holder as named herein to the attention of Skipper Bain.***

DESCRIPTION BOX - Policies that show the City of Tulsa as an additional insured must include language to that effect in the Description Box. The name and date of the event must also be stated in the Description Box.

CERTIFICATE HOLDER –The Certificate Holder Section in the **bottom left corner of the certificate** should read as follows:

City of Tulsa
175 East 2nd Street
Tulsa, OK 74103

VENDORS - If vendors who are approved to be on-site will be utilizing trucks or trailers, they must provide upon request by an authorized City staff member, a certificate of automobile liability insurance with a bodily injury and property damage combined single limit of not less than \$1,000,000 for each occurrence.

FAX NUMBER/MAILING ADDRESS – Fax Certificate to (918) 699-3602, or email to [Special Events Coordinator](#) or mail to:

City of Tulsa
175 East 2nd Street, #590
Tulsa, OK 74103