



## CITY OF SAINT PAUL

Mayor Christopher B. Coleman

400 City Hall Annex  
25 West 4<sup>th</sup> Street  
Saint Paul, Minnesota 55102  
[www.stpaul.gov/parks](http://www.stpaul.gov/parks)

Telephone: 651-266-6400  
Facsimile: 651-292-7311

### INSURANCE REQUIREMENTS FOR EVENTS IN THE CITY OF SAINT PAUL

Insurance is required for the following types of events/activities:

**Walks, runs, bicycle events, parades, cross country meets, photo shoots and filming, public events, public events serving food and/or alcohol, fireworks/pyrotechnics, petting zoos and placement of large games/inflatables on event site.**

The lessee must obtain Comprehensive General Liability (CGL) coverage from a company licensed to do business in the State of Minnesota. *Such insurance shall be at a \$1,500,000 per individual claim and \$3,000,000 in aggregate, and shall further include the City of Saint Paul being named as an **ADDITIONAL INSURED.***

Additional insurance amounts and/or coverage with the City of Saint Paul listed as an additional insured may be required as listed below:

- If **pyrotechnics are part of an event**, \$5,000,000 in aggregate must be obtained.
- If **commercial vehicles are part of a public event** and will be used on event grounds, the vehicles must be licensed and insured to the requirements as per the State of Minnesota.

Please Note: The City reserves the right to change the amounts and/or types of insurance it requires for an event.

A copy of the insurance policy, **including event name, date and location**, must be submitted to the City department that permit is being issued from, no later than 15 business days prior to the event. SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**Parks and Recreation:** A copy of the insurance certificate must be sent prior to the event. If you are working with Stacy Williams, it can be mailed to 25 W. 4<sup>th</sup> Street, 400 CHA, St. Paul, MN 55102, faxed to 651-292-7311, or emailed to [stacy.williams@ci.stpaul.mn.us](mailto:stacy.williams@ci.stpaul.mn.us). If you are working with Cindy Morrison, it can be mailed to 1100 N. Hamline Ave., Saint Paul, MN, 55108, faxed to 651-632-5115, or emailed to [parkspermits@ci.stpaul.mn.us](mailto:parkspermits@ci.stpaul.mn.us) or other staff as instructed.

**Police Community Services:** If your event requires a block permit, a copy of the insurance certificate must be sent prior to the event. It can be mailed to SPPD/Community Services, Attention: Stacy Sanborn, 367 Grove, Saint Paul, MN 55101, faxed to 651-266-5498 or emailed to [Stacy.Sanborn@ci.stpaul.mn.us](mailto:Stacy.Sanborn@ci.stpaul.mn.us)

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CAPRA Accreditation

An Affirmative Action Equal  
Opportunity Employer



National Gold Medal Award