



CITY OF SAINT PAUL  
Mayor Melvin Carter

400 City Hall Annex  
25 West 4<sup>th</sup> Street  
Saint Paul, Minnesota 55102

Telephone: 651-266-6400  
Facsimile: 651-292-7311  
www.stpaul.gov/parks

## 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 the permit is being issued from, no later than 15 business days prior to the event. SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED 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 Gillings, it can be mailed to 1100 Hamline Avenue North, St. Paul, MN 55108, faxed to 651-632-5115, or emailed to [stacy.gillings@ci.stpaul.mn.us](mailto:stacy.gillings@ci.stpaul.mn.us). If you are working with Clare Cloyd, it can be mailed to 25 West 4<sup>th</sup> Street, 400 CHA, Saint Paul, MN 55102, 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 police-issued permit, a copy of the insurance certificate must be sent prior to the event. It can be attached to your permit application. It can also be mailed separately to SPPD/Community Engagement Unit, Attention: Sgt. Charlie Anderson, 367 Grove, Saint Paul, MN 55101, or emailed to [charles.anderson@ci.stpaul.mn.us](mailto:charles.anderson@ci.stpaul.mn.us) Please call the CEU administrative assistant at 651-266- 5485 with any questions.



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