



Business/Vendor:

Your business/organization is participating in an event on City of Cottonwood property, and a certificate of insurance is required by the City. Please contact your insurance company and ask them to provide the City with your Certificate of Insurance. If you continue to provide this service on an annual basis, please ask your insurance company to put us on an annual renewal so an updated Certificate of Insurance will be sent automatically before your current certificate expires each year. While instructing your insurance company to send a Certificate of Insurance, please give them the following information:

- The City of Cottonwood, at 827 N. Main St. Cottonwood, AZ 86326 needs to be listed as an additional insured and certificate holder.
- An endorsement allowing the policy to list the City of Cottonwood as the additional insured needs to be included with the Certificate of Insurance.
- Under the general liability, per project minimum amounts are the following:
  - Each occurrence: \$1,000,000
  - Damage to rented premises: \$300,000
  - Medical Expenses (any one person): \$5,000
  - Personal & Advertising Injury: \$1,000,000
  - General Aggregate: \$2,000,000
  - Products- Completed Operations Aggregate: \$1,000,000
- If alcoholic beverages will be served, Liquor Liability insurance in the amount of \$1,000,000 will be required.
- If personnel from your business will be working while using the facility, such as serving food while using a City facility or helping run the event, or working for the City in any other way, proof of Workers Compensation with the statutory limits for each accident, employee disease, and policy limit disease.

If you have any questions or concerns, please do not hesitate to contact me at either 928-340-2713 or [awilber@cottonwoodaz.gov](mailto:awilber@cottonwoodaz.gov). A sample Certificate of Insurance has been attached as an example of what is required for a valid Certificate of Insurance with the City of Cottonwood. Please send a certificate of insurance as soon as possible.

Thank you,

Amanda Wilber  
Human Resources Director