
CERTIFICATE OF INSURANCE /HOLD HARMLESS TRACKING FORM



Event organizers shall be required to provide a Certificate of Liability Insurance listing the specific event and naming the City of Bellevue as an additional insured. Generally, the Certificate of Liability Insurance requires a minimum of \$1,000,000 public liability insurance or proof of self-insurance. A Hold Harmless Agreement is also required. For more information contact the City of Bellevue Risk Management Office at 425-452-2746.

Naming the City Additional Insured:

City of Bellevue
Parks and Community Services Department

Event Name:

Sponsoring Organization(s)

Event Date

Event Contact Name

Phone Number

Email

Name of Insurance Carrier

Insurance Contact Name

Insurance Company Phone No.

Insurance Form/Policy No.

Mail this form along with Certificate of Insurance and Hold Harmless Agreement to:

SPECIAL EVENTS COMMITTEE
City of Bellevue (Attention: **Sharon Franzen**)
Parks & Community Services Department
P.O. Box 90012
Bellevue, WA. 98009-9012

Or:

Hand carry this form along with Certificate of Insurance and Hold Harmless Agreement to:

SPECIAL EVENTS COMMITTEE
Parks and Community Services Department
Bellevue City Hall (Attention: **Sharon Franzen**)
450- 110th Avenue NE, Bellevue

FOR OFFICIAL USE ONLY

Certificate of Insurance form attached? YES NO

Hold Harmless Agreement attached? YES NO

Date Received by SEC _____ Date Received by RM _____

SEC Notes/Follow up _____

RM Notes/Follow up _____