



To: Lessees/Renters/Licensees

From: Bill Stewart  
Manager, Procurement

Date: Effective January 1, 2017

Re: Insurance Requirements for Rental of City of Guelph Facilities

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If you are renting a facility from the City of Guelph for a public or private function, you or your organization will be required to provide proof of insurance coverage.

Insurance coverage is necessary in order to protect yourself and the City against any possible litigation (lawsuits) as a result of your event.

Compliance with the Alcohol Risk Management Policy is mandatory.

The type of insurance coverage required is COMMERCIAL GENERAL LIABILITY, inclusive of bodily injury and property damage, in the amount of \$2,000,000.00 per occurrence.

**Refer to City Risk Manager for requirements for large community events.**

You have two options available to provide the necessary insurance coverage for your event. Please check one

❑ **Option 1**

Purchase insurance coverage from Pearson Dunn/Game Day Insurance through the City of Guelph. Rates are based on assessed risk and expected number of attendees.

❑ **Option 2**

Purchase your insurance through your local insurance provider or your organizations insurance provider. You will ask them to issue a CERTIFICATE OF INSURANCE naming the City of Guelph as additional insured. Coverage required is COMMERCIAL GENERAL LIABILITY, inclusive of bodily injury and property damage, in the amount of \$2,000,000.00 per occurrence and including Host Liquor Liability coverage, if required.

A copy of the Certificate of Insurance must accompany your rental agreement. Please note that the rental agreement is null and void if not accompanied by proof of insurance and/or a signed waiver form.

If you have selected Option 2 please sign below indicating that you and/or your agency will provide the required Certificate of Insurance:

I/we \_\_\_\_\_, will provide the City of Guelph with the required Certificate of  
Insurance naming the City of Guelph as additional insured, along with the necessary facility rental agreement.

.....  
name (print)

.....  
date

.....  
signature

.....  
witness

## ***WAIVER, RELEASE AND INDEMNITY***

In consideration of renting the agreed upon City of Guelph facility, I for myself, my organization, my heirs, executors, administrators and assigns RELEASE, WAIVE AND FOREVER DISCHARGE the Corporation of the City of Guelph ("the City"), its officers, employees, servants and agents from any and all claims, demands, damages, costs, expenses, actions and causes of action in respect of any property damage or personal injury including death, HOWSOEVER CAUSED arising directly or indirectly from use of any of the City's property or facilities related to the EVENT or from the rental of the facility.

I further agree to INDEMNIFY AND SAVE HARMLESS the City, its officers, employees, servants and agents from any and all liabilities, loss, damages, costs including legal costs, claims, suits or actions HOWSOEVER CAUSED arising directly or indirectly from use of any of the City's property or facilities related to the EVENT or from the rental of the facility except where such damage is due solely to the default or negligence of the City, its officers, employees, servants and agents.

By signing below, I acknowledge having read and understood the above Waiver, Release and Indemnity and I agree to same.

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PRINT NAME

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ADDRESS

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ORGANIZATION NAME

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PHONE NUMBER

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DATE

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SIGNATURE