



## CITY OF RICHMOND HILL

### SPECIAL EVENTS AND FACILITY RENTALS

### SPECIAL INSTRUCTIONS FOR INSURANCE BROKERS

#### **Insurance Broker:**

Your Client is required to provide evidence of insurance to the **City of Richmond Hill (the “City”)** or the **Richmond Hill Public Library Board (the “Library”)**. As part of the terms and conditions of your Client’s agreement/contract/permit with the City or the Library, they must provide Evidence of Insurance on the ***City’s Certificate of Insurance Forms***.

All PDF fillable City Certificate of Insurance Forms can be obtained on the City’s website at: [www.richmondhill.ca/certificatesofinsurance](http://www.richmondhill.ca/certificatesofinsurance). The following instructions will assist you in completing the required forms accurately.

#### **Important Instructions:**

- 1) The “Named Insured” must be the same name identified on the City’s agreement/contract/permit.
- 2) If applicable, insert the Agreement/Contract/Purchase or Work Order Number (RFQ, SS,19T, D06 etc.).
- 3) The “Description” box must contain the following:
  - “All obligations and operations of the Named Insured as outlined in [Insert the Agreement/Contract/Purchase or Work Order Number. If a number is not available, insert a description of the event, rental or services being provided] with the City of Richmond Hill or the Richmond Hill Public Library Board”.
- 4) Insert the applicable Effective and Expiry Dates, and required Limits of Liability.
- 5) All certificates must be **signed by the identified Insuring Company or one of their authorized representatives**.
- 6) **ONLY City Certificate of Insurance Forms** will be accepted as binding proof of insurance. Do not submit any other Certificate of Insurance form.

If you have any questions regarding the completion of the City Certificate of Insurance form, please contact [risk.management@richmondhill.ca](mailto:risk.management@richmondhill.ca) or call (905) 771-2487.