



EVENT/VENDOR INSURANCE REQUIREMENTS

The City of Nashua requires that all entities participating in an event on City of Nashua property provide proof of insurance. A COI (Certificate of Insurance) must accompany this signed form no later than ten (10) days prior to the commencement of the event.

- ✓ Coverage must be written with an insurance carrier licenses to do business in the State of New Hampshire.
- ✓ COI should identify the event being held; along with dates of event.
- ✓ Certificate holder should be listed as – City of Nashua, 229 Main Street, Nashua NH 03061.
- ✓ Any and all companies hired by the event holder are the agents of the event holder and NOT the City of Nashua. They are subject to the same insurance requirements as the event holder.

BASIC INSURANCE REQUIRED

- Comprehensive General Liability** - \$1,000,000 per occurrence/\$2,000,000 aggregate. City of Nashua must be named as an additional insured.
- Motor Vehicle Liability (*If vehicles are being utilized*)**- \$1,000,000 combined single limit. Coverage must include all owned, non-owned and hired vehicles. The City of Nashua must be named as an additional insured.
- Workers' Compensation (*If event holder utilizes employees*)** – as required by statute/Employers' Liability of \$100,000/\$500,000/\$100,000.

Additional or specialized insurance coverage(s) will be determined based on the activities of the event. See back of form for details and call **RISK MANAGEMENT** for further clarification or assistance - 603.589.3350

OBSERVANCE OF LAWS AND ORDINANCES

The undersigned shall faithfully observe, keep and obey all terms and conditions of the permit, laws, rules and ordinances of the City of Nashua. The undersigned shall also faithfully observe, keep and obey all laws, rules and regulations of any other governmental entity including, State and federal regulations which may apply.

INDEMNIFICATION

The undersigned shall have the power to act on behalf of the organization. The undersigned shall save and protect, hold harmless, indemnify and defend the City, its commissions, officers, agents, and employees against any and all liability, causes of action, claims, loss damages or cost and expenses arising from, allegedly arising from, or resulting directly or indirectly from any acts of the applicant or any of its officers, employees, or agents done in the performance or operations of the event, or any act done under pretended authority of this application. This agreement to indemnify and hold the City harmless shall include any costs incurred by the City in defending any action involving an act by the applicant or any of its officers, employees, or agents, and shall include attorney's fees incurred by the City.

By signing below, I further understand the conditions herein.

Signature: _____ Date: _____

(For insurance purposes; signed application serves as a contractual obligation as it relates to naming the City of Nashua as an additional insured)

- **Food** – canteens, ice cream vendor, hotdog carts, etc.
 - ✓ Basic Insurance as required

- **Motor Vehicle** – ice cream trucks, canteens, etc.
 - ✓ Basic Insurance as required

- **Door to Door** – magazine sales, vacuum sales, etc.
 - ✓ Basic Insurance as required

- **Alcohol** – beer and wine only

Nonprofits are the **ONLY** entities allowed to apply for a 1-day liquor license and should be applying at least 2 months in advance. Farmer's Markets are governed by RSA 179:44 and city ordinance 170-3.1. If you are a resident, business, etc. renting one of our city buildings, **YOU** cannot serve alcohol at your event and will need to hire an entity or person that has a Caterer Off-Site Liquor License. Any questions regarding liquor licensing should be direct to the NH Liquor Commission (603.271.3521)

NH Liquor Commission <https://www.nh.gov/liquor/enforcement/education/one-day-training.htm>

- ✓ Event holder must show proof of Basic Insurance as required
- ✓ Event holder must show proof of liquor liability insurance in the amount of \$1,000,000
- ✓ Entity/person serving alcohol must show proof of liquor liability insurance in the amount of \$1,000,000
- ✓ Entity/person serving alcohol must show proof of an off-site liquor license
- ✓ Entity/person serving alcohol must show proof of Basic Insurance as required

- **Theaters and Shows** – carnival, circus, parade, concert, etc.

- ✓ Motor Vehicle Liability and Workers' Compensation Basic Insurance as required
- ✓ Comprehensive General Liability Insurance for all activities of event holder and its subcontractors arising out of or in connection with the event in an amount not less than \$3,000,000 combined single limit for each occurrence

- **Fireworks** – regulated by Fire Marshal's Office (603.589.3460)

- ✓ Basic Insurance as required
- ✓ COI must reflect that coverage includes blasting

- **Encumbrance of sidewalks/streets** – parades, benefit walks, races, public gathering, etc. Regulated by the Engineering Department (603.589.3120)

- ✓ Basic Insurance as required

- **Bounce Houses** – moonwalks, inflatables, air supported structures, etc. Regulated by the NH Bureau of Tramway and Amusement Ride Safety (603.223.4289)

RSA 321:A <http://www.gencourt.state.nh.us/rsa/html/xxx/321-A/321-A-mrg.htm> and,

Chapter Saf-C 1400 http://www.gencourt.state.nh.us/rules/state_agencies/saf-c1400.html

- ✓ Entity/operator of the device must show proof that structure has been inspected by the New Hampshire Bureau of Tramway and Amusement Ride Safety.
- ✓ Entity/operator of the device must show proof of Motor Vehicle Liability and Workers' Compensation Basic Insurance as required.
- ✓ Entity/operator of the device must show proof of Comprehensive General Liability Insurance for all activities of entity/operator and its subcontractors arising out of or in connection with the event in an amount not less than \$3,000,000 combined single limit for each occurrence.
- ✓ Certificate of Insurance must recognize that insurance includes the bounce house.

- **Use of stadiums** – Holman, Stellos, etc. Regulated by the Park and Recreation Department (603.589.3370)

- ✓ Basic Insurance as required

- **Animals** – Petting zoo, pony rides, etc.

- ✓ Basic Insurance as required
- ✓ Proof that each animal is current on all vaccinations