



Insurance Requirements

The City of South Bend requires vendors to submit evidence of adequate insurance prior to performance of work or services on City property.

Insurance Requirements

An insurance certificate must be prepared pursuant to the requirements listed. Failure to comply with these requirements in a timely manner may jeopardize the renewal and/or continuation of a contract. **CERTIFICATE OF INSURANCE MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO EVENT.**

1. The City of South Bend, Board of Park Commissioners, and South Bend Venues Parks & Arts must be named as **additional insured on Commercial General Liability and automobile Liability** coverage. An ACORD certificate shall be submitted, reflecting that the City of South Bend, Indiana, its respective elected officials, officers, employees, agents and representatives” are additional insured’s.
2. **Certificate holder information must read as follows:**

City of South Bend, Indiana
227 W. Jefferson Blvd.
South Bend, IN 46601

Board of Park Commissioners
321 E. Walter St.
South Bend, IN 46614

South Bend Venues Arts & Parks
321 E. Walter St.
South Bend, IN 46614

INSURANCE CERTIFICATE MUST BE RECEIVED UPON BOARD APPROVAL OF YOUR EVENT!

Sample of Certificate of Insurance attached.