Proof of Insurance is required for all events at the Portland Art Museum. PLEASE NOTE: This form is an acknowledgement, not a Certificate of Insurance (COI). Please refer to the next page for a COI example.

No event may take place on Museum property until a COI meeting the requirements below is received by the Museum.

All permittees are required to carry a specific minimum level of liability insurance, meeting the following requirements:

• Insurance coverage issued by a company or companies lawfully authorized to do business in Oregon which have Best’s ratings of not less than A-IX;

• All insurance required herein, shall be written on a per occurrence basis;

• Commercial General Liability (including blanket contractual liability insurance): applicable to all premises and operations, including bodily injury and property damage and personal injury, with limits of not less than $2,000,000 per occurrence and aggregate. Insurance coverage required may bear ranged under a single policy for the full limits required, or by a combination of underlying policies with the balance provided by an Excess Liability policy written on an umbrella form;

• The Commercial General Liability policy shall provide for the naming of additional insureds on the COI. Portland Art Museum shall be named as an additional insured. Coverage must be primary and non-contributory and include a waiver of subrogation in favor of Portland Art Museum.

• The insurance coverages afforded to the additional insureds shall:
  o be primary and noncontributory as to any insurance or self-insurance retention maintained by the additional insureds, including but not limited to any Excess Liability insurance maintained by the additional insureds;
  o waive all rights of subrogation against the additional insureds.

Submit your COI via one of the following methods within thirty (30) days prior to event date:

  EMAIL: events@pam.org
  MAIL: Portland Art Museum
  ATTN: Events Department
  1219 SW Park Avenue
  Portland, OR 97205

If you need additional insurance resources, please contact your Artful Venues Sales Team representative.

Signature: ________________________________ Date: ________________________________
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:
PHONE: 
FAX: 
E-MAIL: 
ADDRESS:

INSURER(S) AFFORDING COVERAGE

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:
NAIC #

INSURED

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Portland Art Museum are included as Additional Insureds as respects to General Liability.

General Liability shall be Primary and Non-contributory with any other insurance in force for or which may be purchased by Additional Insureds.

Waiver of Subrogation applies in favor of Additional Insureds with respect to General Liability.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE