

APPENDIX C
Standardized Certificate of Insurance

Individuals and organizations that enter into agreements with the Town of Sussex where proof of insurance is required by way of a Certificate of Insurance are requested to submit the certificate with the required information listed below.

- 1. NAMED INSURED**

The name of the entity required to provide the certificate should be the named insured in whole or in part, otherwise a subsidiary entity under the named corporation.

The entities information should be spelled correctly and including company type i.e. Ltd, Inc.
- 2. ADDRESSES**

Addresses of the named insured should be correct and correspond with the information provided in the associated agreement.
- 3. OPERATION DESCRIPTION**

Corresponding identifying information should be on the certificate. i.e. special event, fundraiser, etc
- 4. TYPE OF INSURANCE**

Commercial General Liability (CGL) will be the standard required type of insurance. In some agreements there may be other types of coverages required specifically to cover possible exposures of the operations (i.e Alcohol Liability).
- 5. POLICY No.**

The policy number should be indicated on the certificate.
- 6. EFFECTIVE & EXPIRY DATES**

Policy effective and expiry dates should state and cover the period of time for which the agreement has been executed and the term of the operations. Once policy has expired the policy is no longer effective and the certificate should be replaced with current dates.
- 7. LIMITS**

Unless otherwise stated a limit of no less that \$2,000,000 per occurrence should be indicated on the certificate.

POLICY CS-21
SPECIAL EVENTS POLICY

8. **ADDITIONAL INSURED**

'The Town of Sussex' should be indicated as an additional insured, under applicable policies. In some instances there may be more than one additional insured.

9. **30 (THIRTY) DAY NOTIFICATION**

All certificates should include a provision that the insurer will notify the insured written 30 (Thirty) days of notification of any material change or cancellation of the policy.

10. **CERTIFICATION**

All certificates are to be certified signed by an authorized representative of an insurance company or authorized insurance broker licensed to conduct business in Canada. Certification is completed with the company stamp.