

# CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

City of Baton Rouge, Parish of East Baton Rouge, Louisiana  
Risk Management Division

*The following are insurance requirements for all events held on City-Parish property including streets, sidewalks, etc. These events may or may not involve a street closure. If a street closure is involved, please first contact the City Traffic Division at 389-3248 regarding your permit. If a Parade/Walk/March is involved please first contact the Baton Rouge City Police Department Traffic Division at 389-3874 regarding your permit.*

1. The City of Baton Rouge, Parish of East Baton Rouge MUST be named as Additional Insured on all liability policies (under description of operations/special provisions). PLEASE LIST the City of Baton Rouge, Parish of East Baton Rouge, Louisiana as the certificate holder as follows:

CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE, LOUISIANA  
POST OFFICE BOX 1471  
BATON ROUGE, LOUISIANA 70821

2. *Commercial General Liability coverage* shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit.

3. If **PAID** employees (paying is the key) will participate, the following is required:

- *Workers' Compensation and Employer's Liability* insurance covering all employees in compliance with the laws of the State of Louisiana.
- If workers through another company, they should furnish you a copy of their certificate and waiver of subrogation from their carrier.
- If volunteers (gray area on W.C., but we usually do not request W.C.)

4. If automobiles will be used, the following is required:

*Automobile Liability coverage* shall be provided with limits of not less than \$1,000,000 for any one Occurrence. Coverage to include all Owned, Hired and Non-Owned Automobiles.

5. **If alcohol will be served on City-Parish property OR if alcohol is served on non City-Parish property and there is a public street closure involved** the following is required:

*Alcohol Legal Liability coverage (ex: Bar-keepers liability)* shall be provided with limits of not less than \$1,000,000.

If alcohol will be sold/served **on City-Parish property**, a special events permit is necessary (your liquor permit and special events permit are the same). Once insurance is in place, please contact the Parish Attorney's Office at 389-3114 for the necessary paperwork (a Hold Harmless agreement) to bring to the Office of Alcohol, Beverage Control in the Clerk of Court Building on Coursey Blvd. This information is available at <http://brgov.com/dept/parishattorney/abc.htm>, the City-Parish website, or you may contact the ABC office at 225-389-3364.

6. Evidence of coverage showing a 30-day notice of cancellation is required.
  
7. **Once insurance is approved by Risk Management**, a Hold Harmless agreement must be obtained. This document will be prepared by the Parish Attorney's Office and must be signed by the event representative and by the Mayor-President's Office. Please contact the Parish Attorney's Office at 389-3114 for information concerning your Hold Harmless agreement and information on completing the necessary paperwork. Once this is completed, you may proceed with your permit if applicable.

**All information should be brought to:**

**OFFICE OF THE PARISH ATTORNEY**

Jackie West  
Risk Management Division  
222 St. Louis Street, 9th floor  
Baton Rouge, La. 70802  
(225) 389-3114, fax: (225) 389-5494

**IMPORTANT**

In order to serve you promptly and efficiently, please contact the Office of the Parish Attorney PRIOR to visiting them for permit signature and approval of your insurance certificate.

If you have any questions, please contact the Office of the Parish Attorney, Risk Management Division and **Remember to allow ample time for processing!**

