



ORANGE COUNTY DEPARTMENT OF PARKS, RECREATION AND CONSERVATION

211 Route 416
Montgomery, New York 12549-2420

Certificate of Insurance- General Information: The following policy is in effect for all individuals, businesses and organizations (Church, School, etc.) intending to have a function on County grounds:

To comply with this requirement, an individual, business or organization may obtain a Certificate of Insurance; referred to as a one day, “special event rider”, through the insurance agency that provides their Home Owner’s, Renter’s or Business Policy. A certificate of insurance may also be obtained through an online Event Insurance provider (Do a Google search for “Event Insurance” for options).

The Certificate of Insurance must name the

County of Orange, 211 State Route 416, Montgomery, NY 12549

as the “additional insured”. If it is not made out as specified, the certificate will not be accepted. The Certificate of Insurance must be provided within thirty (30) days of the issued permit/facility sales receipt with the following limits:

- General Liability (Required for all) \$1,000,000

Alcohol Policy: If alcohol will be served, Host Liquor Liability Coverage must be included on your Certificate of Liability Insurance or by the Caterer/Vendor serving alcohol.

The County reserves the right to require a Certificate of Insurance from any group, vendor or organization whose activities or actions in the opinion of the County warrants such coverage. This includes but is not limited to the running of extension cords, bringing in animals, vehicles, equipment or any other potentially hazardous situations or activity.

Events and Programs:

The County reserves the right to increase these limits at its discretion and to amend these regulations as it deems appropriate.

In addition to the permit holder; all caterers, DJ's, setup vendors, fundraisers, all vendors including nonprofit organizations, and those providing services or goods to the public or those groups promoting a cause on County Park property must provide the insurance certificates as outlined in this section for the specific date(s) and events requested or to be added as additional insured to the permit holders certificate of insurance..

Forwarding Certificate of Insurance to the Parks Administration Office:

Certificate of Insurance should be forwarded to the Parks Department Administration Office within thirty (30) days of issued permit. Please fax copy to (845) 457-4906 or email to: parks@orangecountygov.com or mail to the above address. Please make sure to reference the date and area you are renting, as well as the last name on the reservation so that the certificate can be matched up with your paperwork.