

# Boulder County Special Events Checklist

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## Insurance Requirements

### General Requirements

- Submit Certificate of Insurance:
  - At least 40 days prior to date of event
  - Preferably with application

### Minimum Coverage and Limits

- Commercial General Liability
  - Minimum \$1 million –Per Occurrence
  - Minimum \$2 million—General Aggregate
- Workers Compensation
  - Required with paid employees
  - Minimum \$1 million

### Name Boulder County as Additionally insured

- Name the County of Boulder, State of Colorado, a Body Corporate and Politic as additionally insured in “Description” section of Certificate of Insurance

### Certificate Holder

- Certificate Holder section shall show:
  - Boulder County
  - Attn: Risk Management
  - P.O. Box 471
  - Boulder, CO 80306