

## CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

*The following are insurance requirements for events held on City-Parish property including streets, sidewalks, etc.*

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 office at 225-389-3364.
6. Evidence of coverage showing a *30-day notice of cancellation* is required.

**All information should be sent to [info@filmbatonrouge.com](mailto:info@filmbatonrouge.com)**

**If you have any questions, please contact the Baton Rouge Film Commission and  
Remember to allow ample time for processing!  
*filmbatonrouge.com***