



To: Facility Users  
From: Parks and Recreation Services  
Rentals Department

Date: July 29, 2010

File:

Re: **INSURANCE CERTIFICATE**

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The City of Richmond requires all user groups to provide proof of insurance prior to entering into any formal rental agreement.

1. Hand in your application form with at least 21 days notice for a new booking.
2. The Rentals Department will queue your request in the order received.
3. The Rentals Department will phone/email you once they are able to determine whether or not they can accommodate your request.
4. If your request can be accommodated, please forward a copy of your Insurance Certificate, which includes the City of Richmond and School District #38 (Richmond) named as 'Additional Insured', and has a minimum of \$2,000,000.00 liability coverage.
5. Once we receive your Certificate of Insurance, we will forward your contract.

Insurance can be obtained through any insurance agent. For your convenience, the following agents are often used by sports groups and are familiar with the requirements:

Sports B.C.	Bob Ross	(604) 737-3018 phone (604) 737-3076 fax
Sports-Can Insurance	John Hart	(604) 685-0050 phone (604) 669-1007 fax

If you have any questions, please contact us at 604-233-3304, [rentals@richmond.ca](mailto:rentals@richmond.ca) or by fax at 604-233-3340.

April Rhodes/Shelley Sakumoto  
Booking Clerks

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