

Certificate of Insurance Requirements

Every certificate must include the following:

1. The Certificate must say "Certificate of Liability Insurance" across the top.
2. Your name or the organizing company of the event must be named on the certificate.
3. Under "Type of Insurance", you must indicate all applicable insurance.
4. Under "Limits", you should have at least \$1,000,000.
5. Depending on what type of business or rental the insurance is for the event you may also have other types of insurance marked by an "x".
6. In the box for "Description of Operations" you must also have a description of what type of activity you are hosting:
 - a. Example: "5k Race on September 14, 2013 to be held at the beach in front of Butler Park East".
7. The Certificate Holder for the policy should state:

St. Johns County Board of County Commissioners
500 San Sebastian View
St Augustine, FL 32084
8. In the box for "Description of Operations" you must have "St. Johns County is named as additional insured" or "Certificate holder is named as additional insured". There should be no special exceptions or conditions placed in this box.
 - a. The certificate must state that either the Certificate holder is additionally insured or name St. Johns County as additionally insured prior to your event date. Applications will not be approved otherwise.