

Liability Insurance Guidelines
City of Portland Permits for Film/Photo Productions

Your production will need insurance if your shoot involves:

- City parks
- Vehicular or pedestrian traffic control
- City-owned property
- Pyrotechnics

Insurance is not required for the following:

- Reserved parking
- Noise variances

If your production does require insurance, **2 forms** must be submitted to the film office prior to shooting:

- 1) A certificate of liability insurance (COI)
- 2) An additional insurance endorsement (AIE) naming the City of Portland and its officers, agents, and employees as an insured party

The additional insured endorsement specifically adds the City of Portland as an insured party to your existing liability insurance. The City of Portland will accept any of the following types of AIE forms. **Please provide one of the following:**

- 1) An industry standard Additional Insured Endorsement form, such as the CG-2012 or CG-2026, that lists the exact same policy number as the certificate and names “The City of Portland and its officers, agents and employees” as additional insured **OR**
- 2) An automatic or blanket additional insured endorsement form **OR**
- 3) A separate copy of the additional insured endorsement wording, from the insurance policy, that is applicable to endorsement of the City as an additional insured party for operations performed under this permit **OR**
- 4) A signed AIE form from the City of Portland:
http://www.portlandfilmoffice.com/s/AIE_Film_CityofPortland.pdf

Required Information for the Certificate of Liability

- In the Description of Operations box, name as additional insured: “The City of Portland and its officers, agents and employees”
- Under Cancellation the notice needs to be listed as 30 days
- The certificate holder should read:
The City of Portland and its officers, agents and employees
ATTN: Portland Film Office
222 NW 5th Avenue, 7th Floor - Portland, OR 97209

Coverage listed on the certificate must include:

- Property damage
- Personal injury
- Automobile liability if vehicles are transporting people and/or equipment on the actual permitted site, during the permitted period

Limits of Coverage:

- Aggregate: No less than \$2,000,000
- Per Occurrence: \$1,000,000