



**WASHOE COUNTY COMPTROLLER
RISK MANAGEMENT DIVISION**

●Safety ●Insurance

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Washoe County Risk Management Procession Permit Instructions

Washoe County's Risk Management Division will approve the procession event when the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnify the County of Washoe and their employees, agents, and contractors for any and all liability for damages, injury, loss, or expense caused or occasioned by reason of an act, or failure to act, on the part of the applicant, the sponsoring organization, their agents and employees throughout the procession. Please provide the following documents to Risk Management.

1) Certificate of Insurance

(a) The limits of liability must be at least One Million Dollars (\$1,000,000). Higher limits may be specified, depending on the type of event.

(b) Washoe County shall be added as an additional "insured" under the general liability policy of the persons/party in charge of the procession. Washoe County shall be issued a certificate of insurance and an original statement showing that the County has been added as an additional "insured". Washoe County shall receive this certificate and endorsement at least 10 days prior to the date of the procession or activity.

(2) A copy of the Participant Waiver that is used for the event.

(3) Washoe County Procession Permit Hold Harmless Agreement (see attached document).



PROCESSION PERMIT HOLD HARMLESS & INDEMNIFICATION AGREEMENT

The undersigned wishes to be issued a procession permit on the _____ day of _____, from _____ to _____, in the name of _____.

The provisions of this agreement apply to me, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to this permit. Failure to do so may result in the revocation of this permit.

I agree to reimburse Washoe County for any damages done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Washoe County and its officers agents, servants, and employees harmless from any claim by any person resulting from the procession including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of my activities, except those directly and proximately resulting from the intentional or negligent acts of County employees acting within the scope of their official duties.

I agree to give to Washoe County prompt and timely notice of any claims or suit instituted which my directly or indirectly affect Washoe County or its officers, agents, servants, or employees.

I agree to reimburse Washoe County for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by County officers or employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence Form) in the amount of \$1,000,000 or as may be required by the County's Risk Manager. Said policy shall be endorsed to include the County as an insured with respect to liability arising out of my activities pursuant to this agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days notice of cancellation to Washoe County. Washoe County's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure such insurance, Washoe County may, at its option, secure such insurance and I will be responsible to reimburse Washoe County for the expenses incurred prior to the scheduled event.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and am executing this agreement on its behalf.

DATED this _____ day of _____, 20 _____

PLEASE SIGN & RETAIN A COPY FOR YOUR RECORDS