



Anoka County Parks and Recreation

550 Bunker Lake Boulevard NW, Andover, MN 55304

Dear Prospective Special Permit Holder:

Prior to issuing you a special permit for your planned event in the Anoka County Parks and Recreation System, Anoka County requires that you provide a Certificate of Insurance with the following conditions:

- Permit holders will maintain General Liability and, if necessary, umbrella insurance with a limit of not less than \$1,000,000 each occurrence.
- Anoka County must be added as Additional Insured with language that must read as follows:
County of Anoka, and their agents, officers, directors, and employees are added as additional insured.
(the above language needs to be clearly stated in the "DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS" box located above the CERTIFICATE HOLDER box near the bottom of the Certificate)
- A copy of the endorsement is needed if the following statement is on the back side or on the second page of the Certificate that reads: "if the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Upon executing the above requirements, please mail the Certificate of Insurance to the attention of Jeff Perry, Park Operations Manager at 550 Bunker Lake Blvd. Andover, MN 55304 or fax to (763) 755-0230. In addition, other considerations of your requested special permit may require an on-site meeting to discuss the final details.

Thank you for considering the Anoka County Parks and Recreation Department for your special event. We look forward to working with you in making your event an enjoyable experience.

Sincerely,

Jeff Perry
Park Operations Manager
(763) 767-2861 (direct)
jeff.perry@co.anoka.mn.us

OPEN SPACES IN NEARBY PLACES