

## EXHIBIT "A"

### Winnebago County Insurance Certificate Information

The information on this document contains pertinent insurance certificate requirements applicable to the festivals, tournaments, and/or runs that take place on various Winnebago County Parks properties. Included in the information are specifics relating to the conditions and coverages each LESSEE/EVENT SPONSOR must address within their certificate. It is recommended that LESSEES/EVENT SPONSORS submit a copy of this document to his/her insurance agent and make them aware that the narrative on the completed certificate must be precise.

A minimum of thirty (30) days prior to holding the event or participating in the event, the LESSEE/EVENT SPONSOR, at its own expense, shall furnish Winnebago County with a Certificate of Insurance indicating proof of the following insurance from companies licensed in the State:

1. Workers Compensation - statutory - in compliance with the Compensation Law of the State. Include a Federal Longshoremen and Harbor Workers Endorsement, if applicable.
2. General Liability Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of \$1,000,000 or \$2,000,000 if explosion, underground and/or collapse involved. This insurance shall include on the Certificate of Insurance the following coverages:
  - a. Premises - Operations
  - b. Products and Completed Operations
  - c. Broad Form Property Damage
  - d. Broad Form Blanket Contractual
  - e. Personal Injury
  - f. Professional Liability
  - g. Liquor Liability (if alcohol on Premises)
3. The certificate shall list the Certificate Holder and Address as follows: Winnebago County, Attn: Purchasing Manager, P.O. Box 2808, Oshkosh, WI 54901-2808.
4. Regarding the "Description of Operations", LESSEE/EVENT SPONSOR is to include a description of the program as well as its location (address) and all applicable dates (i.e. set-up, event date(s) and clean-up).
5. **Such insurance shall include under the General Liability and Automobile Liability Policies, the recognition of Winnebago County, its employees, elected officials, representatives, and members of its boards and/or commissions as "Additional Named Insureds".**
6. Such insurance shall include a thirty (30) day notice prior to cancellation or material policy change, which notice shall be given to the Winnebago County, Attn: Insurance Administrator, 112 Otter Avenue, Oshkosh, WI 54901. All such notices will name the LESSEE/EVENT SPONSOR and identify the event as well as the date(s).

Send the complete insurance certificate to Justin DeJager at [jdejager@winnebagoountywi.gov](mailto:jdejager@winnebagoountywi.gov) or mail it to the Winnebago County Parks Department at 625 E. County Road Y, Suite 500, Oshkosh, WI 54901. Contact the Parks Department at (920)232-1964 with any questions.

Contracts with Winnebago County cannot be approved without a valid insurance certificate.