



Kiwanis International Certificate of insurance requirements for contractors, promoters, and service providers

In order for our present insurance to apply to club events which involve the use of contractors, promoters, or other service providers who conduct activities or events on our behalf, the local sponsoring Kiwanis club must first obtain a certificate of insurance from the contractor promoter, or service provider evidencing commercial general liability insurance with limits of not less than \$1 million combined single limit, bodily injury, and property damage, and naming Kiwanis International and the local Kiwanis club(s) as additional insureds. The certificate should also evidence statutory worker's compensation coverage on the contractor's/ promoter's/service provider's employees.

Note that the certificate of insurance must be secured prior to the event! This procedure applies any time a service is provided to Kiwanis by someone or some organization that normally would derive income from such a service as part of their normal business.

The local club must provide copies of all such certificates to the Kiwanis International Office (Attn: Human Resources and Risk Management Department) to be maintained on permanent file in case a claim arises and the insurance company requests proof that the proper procedures were followed.

Examples of events subject to this procedure include, but are not limited to:

- Carnivals
- Circuses
- Concerts
- Air Shows
- Rodeos
- Talent Shows