



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

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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 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).

