



## Obtaining Required Insurance Coverage for Shore Acres State Park Events

Thank you for considering the use of Shore Acres State Park and Botanical Gardens for your special event. The State of Oregon Parks and Recreation Department requires minimum insurance limits for permit activities in state parks.

**These standards are subject to change if the event activities are determined to be a higher risk based on probability and severity of potential losses. These standards are based on compliance with the Rules and Regulations stated on the Shore Acres Permit/Activity Application.**

- Certificates or Policies of Insurance will name "Oregon Parks and Recreation Department" as an additional insured for the event coverage you obtain.
- Check with your existing homeowners or renter policy as that coverage may be sufficient, as long as we are listed as "additional insured." There are also several online event insurance companies.
- Certificates or Policies of Insurance for your event must be sent in with your payment and application or your event will not be approved and confirmed.
- All events with up to a maximum of 100 people will require the minimum coverage of:

Property Coverage Single Occurrence	Property Coverage Aggregate	Liability Coverage Single Occurrence	Liability Coverage Aggregate
\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00

***Upon the conclusion of your event please contact your insurance provider and remove the State of Oregon Park and Recreation Department as an additional insured from your coverage.***

**Send insurance certificate to:**

Sunset Bay State Park  
89814 Cape Arago Hwy  
Coos Bay, OR 97420

or

FAX to 541-888-5650

or

Email to [mazy.steinbach@opr.d.oregon.gov](mailto:mazy.steinbach@opr.d.oregon.gov)