Event Insurance Requirements

Shore Acres State Park & Botanical Gardens

Thank you for considering **Shore Acres State Park and Botanical Gardens** for your special event. The Oregon Parks and Recreation Department requires minimum insurance coverage for all permitted activities within state parks.

These requirements may change if your event is determined to involve higher-risk activities. All standards are based on compliance with the **Rules and Regulations** outlined in the Shore Acres Activity Permit/Application.

Insurance Requirements

- Certificates or Policies of Insurance must list **"Oregon Parks and Recreation Department" as an additional insured** for the event coverage you obtain.
- You may be able to use your existing homeowners or renters insurance, as long as the Oregon Parks and Recreation Department is added as an additional insured. There are also several online providers that offer one-day or short-term event policies.
- Insurance documentation **must be submitted with your application and payment**. Applications cannot be approved or confirmed without proof of coverage.

Minimum Coverage for Events Up to 100 People

Coverage Type	Single Occurrence	Aggregate
Property Coverage	$1,000,000	$1,000,000
Liability Coverage	$1,000,000	$1,000,000

After Your Event: Once your event has concluded, please contact your insurance provider to **remove the Oregon Parks and Recreation Department as an additional insured**.

Where to Send Your Certificate: Submit your certificate **with your application and payment** via any of the following:

- **Email:** janet.sobczak@oprd.oregon.gov
- **Mail:**
  Sunset Bay State Park
  89814 Cape Arago Hwy
  Coos Bay, OR 97420
- **FAX:** 541-888-5650