



Event Rental Application

Pioneer Courthouse Square

701 SW Sixth Avenue
Portland, OR 97204

Event Director: Seth Freeman
Email: Seth@thesquarepdx.org

**Administrative Office**

715 SW Morrison Street, Suite 702
Portland, OR 97205

Phone: (503) 223-1613
Website: thesquarePDX.org

APPLICANT INFORMATION

Name of Event

Permittee

Organization Name

Organization's Website(s)

CONTACT INFORMATION

Contact Name

Street Address

Work Phone

City

Cell Phone

State

Zip Code

Home Phone

Email Address

EVENT INFORMATION

Date(s) Requested

Area(s) Requested

Purpose of Event:

Principal Beneficiary(ies) of Event

Estimated Attendance

Timing Details:

Load-in Begins

Event Begins

Event Concludes

Load-out Begins

Load-out Concludes

ADDITIONAL EVENT INFORMATION

Is this event open to the public free of charge?	Yes	No
Is any portion of this event closed to the public?	Yes	No
Is this event a fund-raiser?	Yes	No
Will sales occur during this event?	Yes	No
If yes, what type(s):		
Food	Beverage	Other
Do you expect future sales and/or income from this event?	Yes	No
If yes, explain:		
Is there an Admission/Entry Fee for this event?	Yes	No
If yes, list fee amount:		
If yes, list method of sale for Admission/Entry Fee(s):		
If yes, do you have a refund and/or cancellation policy?	Yes	No
Are sponsors involved with this event?	Yes	No
If yes, please list sponsors:		
Will there be organizational and/or sponsor signage visible on-site?	Yes	No
Will a new product or business be introduced?	Yes	No
Will information/goods/promotional materials be distributed?	Yes	No

How will this event be promoted? (Check all that apply)

Radio TV Print Digital
Posters Other

Please provide detail:

Will food/beverage be consumed during this event? Yes No

If yes, check one:

Comp'ed Sold Carts on The Square

Will alcohol be served during this event? Yes No

If yes, check one:

Comp'ed Sold

Will cooking occur during this event? Yes No

If yes, please provide detail (i.e. BBQ, propane, etc.):

Will this event require electricity? Yes No

Will this event need access to a water source? Yes No

Will there be security needs for this event? Yes No

Will this event utilize on-site trash and/or recycling? Yes No

Will this event utilize amplified sound? Yes No

If yes, check one:

Music PA Both

Will this event require on-site vehicle access? Yes No

Will this event need public restroom access? Yes No

EVENT PROMOTION

Do you want to be included on the Pioneer Courthouse Square website event calendar?* Yes No

If yes, please provide a few sentences about your event for the Pioneer Courthouse Square website.

Do you want Pioneer Courthouse Square to post about your event on social media?* Yes No

If yes, please provide your social media handles, if applicable:

Facebook: _____ Instagram: _____ X: _____ LinkedIn: _____

*Pioneer Courthouse Square does not guarantee placement or use of exact language.

EARNED MEDIA
ANALYTICS

2,842 MENTIONS REACHING AN
AUDIENCE OF OVER **1.3 billion**

SOCIAL MEDIA
FOLLOWERS



18k



26k

RENTAL AREAS

Exclusive

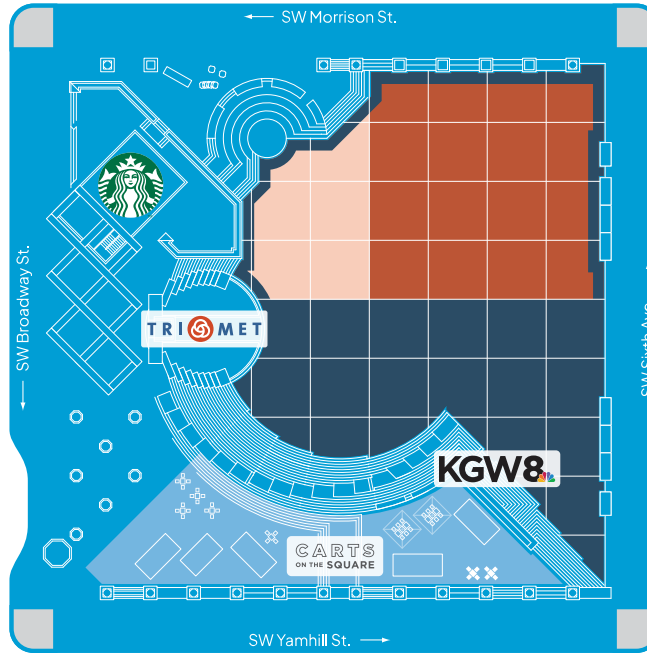
- 36,700 Sq ft
- Accommodates up to 7,500 people
- Use of the entire block curb to curb
- Ultimate festival or concert space
- Use of both built-in amphitheaters
- Exposure in front of the KGW Studio on the Square

Small Amphitheater

- Extremely flexible space
- 2,400 Sq ft
- Great for smaller events
- Create an intimate feel
- Perfect space for smaller festivals or concerts
- Ideal for small speeches and performances

4-Corner Sampling

- Great access to pedestrian traffic
- Perfect for product distribution
- Maximum two people per corner



Predominant

- 12,000 Sq ft
- Use of the entire floor of the Square
- Great for larger events
- Incredibly flexible space
- Use of both built-in amphitheaters
- Exposure in front of the KGW Studio on the Square

Morrison Corner

- 6,400 Sq ft
- Great for midsize events
- Most trafficked area
- Easy access to pedestrians
- Very flexible space
- Wonderful space for product promotion

RENTAL FEES

Rental Areas	Rate 1	Rate 2	Rate 3
Exclusive (Block)	\$1,108	\$3,312	\$9,939
Predominant (Floor)	\$912	\$2,745	\$8,229
Morrison Corner	\$352	\$788	\$2,358
Small Amphitheater	\$189	\$573	\$1,715
4-Corner Sampling	--	\$585	--
Activity Classification	Open to the Public Events with: - NO sales or donations - NO registration fees - NO concessions - NO entry/admission fees - NO pledges of future revenues - NO organizational/sponsor signage	Open to the Public Events with: - Sales - Registration fees - Concessions - Organizational/sponsor signage - Donations and/or pledges of future revenues	Closed to the Public Events which provide limited or NO public access with: - Entry fees - Admission fees - Private invitation only event

ADDITIONAL FEES

The following additional fees may apply to your event depending on your specific requirements and usage of the Square.

Electrical	\$46 - \$188	Based on usage. Special power needs are subject to additional charges.
Water	\$27 - \$100	Based on consumption.
Garbage	\$46 - \$187	Based on usage.
Pressure Washing	\$108/hr	Based on use of Square and post-event cleanliness.
Unarmed Event Security	\$45.09/hr	Subject to a 4 hour minimum.
Event Security Supervisor	\$62.08/hr	Required if Permittee requires 5+ Event Security Officers on-site.
Park Attendant	\$30/hr	Subject to a 4 hour minimum.
Restroom Attendant	\$30/hr	Subject to a 4 hour minimum.
Production Assistant	\$42/hr (\$63/hr OT)	Required for access to utilities and/or use of amplified sound. Subject to a 4 hour minimum. An overtime rate will be applied if Permittee requires 8+ hours of Production Assistant labor in a day, or 40+ hours in a week, whichever is reached first.
Alcohol Monitor	\$47/hr	Subject to a 4 hour minimum.

A Coordination Fee of 18% or \$108.00, whichever is greater, is charged for Real Estate Rental Fees, additional fees and all equipment and services. Coordination Fee is non-refundable.

INSURANCE INFORMATION

Insurance Provider

Agent Name

Company Phone

* Insurance information is not required at time of Application submission

AUTHORIZED CREDIT CARD

Credit card information needed in order to process the application:

VISA, MasterCard, Discover, OR American Express #

Expiration Date

Card Security Code - CSC (3-4 digit code on front or back of card)

Billing Street Address

Billing City and State

Billing Zip Code

Name on the Card

AUTHORIZATION

On-site Designated Person(s) in Charge

On-site Designated Person(s) in Charge

Emergency Contact Person

Phone Number

Falsification and/or misrepresentation in completing this application may result in rate adjustment or revocation of Event Use Permit.

I UNDERSTAND THAT CHANGES TO THE EVENT INFORMATION CONTAINED IN THIS APPLICATION REQUIRE IMMEDIATE WRITTEN NOTIFICATION TO PIONEER COURTHOUSE SQUARE'S PRODUCTION STAFF. I HAVE READ, UNDERSTAND AND AGREE TO PIONEER COURTHOUSE SQUARE'S POLICIES, PROCEDURES AND THE TERMS AND CONDITIONS OF THE EVENT USE PERMIT, SEE PAGES 5-8.

Permittee (Print)

Permittee Signature

Date

Approval, denial or inclusion of restrictions and/or special conditions of Event Use Permit is at the sole discretion of Pioneer Courthouse Square Management.

YOU WILL BE NOTIFIED OF YOUR APPLICATION STATUS WITHIN 10 BUSINESS DAYS FROM RECEIPT OF APPLICATION.

**Application Fees are non-refundable and must be received in order to process any application.
Applications will not be considered until received.**

OFFICE USE ONLY:

Date application was received:

\$150.00

\$300.00 (within 10 business days of event date)

RENTAL POLICIES & PROCEDURES

Pioneer Courthouse Square is committed to creating a diverse and inclusive environment for all. We strive to ensure that everyone is respected and valued regardless of their race, gender, age, sexual orientation, religious beliefs, abilities, disabilities, or any other factor. We actively promote a culture of equity and justice in our work and are dedicated to creating a safe and welcoming space where everyone can thrive.

Application / Processing Fees

- An Application Fee of \$150.00 must accompany all Applications. If the Application is received within 10 business days of event date, the fee is \$300.00.
- Application Fees are non-refundable and non-transferable.
- Date selection will not be transferred upon request.
- Permits will be issued based upon Permittee-provided information included in the submitted Application.

Reservations

- Applications for events can be submitted up to one year in advance of event date.
- Date(s) requested are not guaranteed and Pioneer Courthouse Square may require the submission of alternate event date(s) by Applicant at no additional charge to Applicant.
- Deposit funds must be submitted within 10 business days of invoice date along with requisite signed approval paperwork in order for event date(s) to be permanently held.

Fees

- All Real Estate Rental Fees based on a day rate defined as 8 hours. When available, load-in/ load-out rates offered based on 1/2 of the applicable Real Estate Rental Fee.
- Real Estate Rental Fee is based upon activity classification.
- Permittee is required to rent an area that is adequate for the size of the audience and required equipment. Should the volume of the audience and equipment exceed the capacity of the rental area, additional fees will be assessed for the additional area required to accommodate the audience and equipment.
- Upon approval of Permittee's Application, Permittee must remit a non-refundable deposit payment of 50% of the Real Estate Rental Fees. Permittee must submit deposit and signed approval paperwork within 10 business days of invoice date.
- The Site Plan and the Estimated Event Budget are prepared following the permanent calendar hold based upon Permittee needs. A Production Assistant or other on-site representation may be required at Permittee's expense based upon Permittee requested facility access.
- The Estimated Event Budget must be approved and signed by Permittee within 10 business days of issued budget date.
- Payment of the Estimated Event Budget for equipment and service fees is due within 10 business days of invoice date. See terms of payment below.
 - » Permittee acknowledges that the permit total does not always represent the total event costs. Any additions and/or deletions to the Permittee's Estimated Event Budget will be accounted for in the final Event Settlement.
 - » Additional charges will be detailed on a final Event Settlement Invoice.
- If approval of the event Application occurs within 10 business days of requested event date(s), Permittee must submit signed approval paperwork and payment of the Estimated Event Budget invoice 2 business days prior to event load-in.
- A Coordination Fee is applied to all charges, including the Real Estate Rental Fee, of 18% or \$108.00 whichever is greater. Incurred Coordination Fees are non-refundable.
- Late charges shall accrue at a rate of 1.5% per month.
- The Permittee cited in the approved Application will be held financially and legally responsible for any and all unpaid expenses incurred by the event.

- If a Permittee's check is returned from the bank for any reason, Permittee will be charged a \$40.00 check return fee along with amount of the check. Permittee will be required to pay this amount with either a certified check or a credit card.
- All legal costs are at the Permittee's expense.

Payments

- An authorized credit card is required to be on file at the time of application submission and will be processed for any and all outstanding rental fees and/or damages to the Square incurred by Permittee and/or Permittee's vendors.
- Payment of all invoices is due within 10 business days of invoice date.
- Payment of the balance of the Estimated Event Budget is due at least 10 business days before event load-in.
- If payment is made within 10 business days of event load-in, checks will not be accepted. A payment must be submitted in the form of cash, credit card and/or cashiers' check.
- Pioneer Courthouse Square, Inc. will accept Visa, MasterCard, Discover, American Express, cash or check on the payment due date. Credit Card transactions are subject to a 3.8 percent plus \$.15 cents convenience fee.
- All credit card refunds to Permittee must be processed within 60 days from the date of the transaction.

Cancellations

- Once Approval Paperwork has been issued, Permittee has 10 business days to notify PCS of cancellation in writing or Permittee will remain financially responsible for the outlined Real Estate Rental Deposit. If Permittee does not notify PCS of cancellation within this time period, the Real Estate Rental Deposit is due in full and is non-refundable.
- The Real Estate Rental Fee deposit and incurred Coordination Fee are non-refundable.
- Cancellations for all events must be received in writing at least 60 days in advance of the event to qualify for a refund of the Estimated Event Budget, less any actual costs incurred by Pioneer Courthouse Square.
 - » If cancellation occurs less than 60 days before the date of the event, 50% of the Estimated Event Budget shall be paid by the Permittee.
 - » If date adjustment occurs less than 60 days before the date of the event, the balance of the original Real Estate Deposit shall be paid in full by the Permittee.
 - » If the cancellation occurs 10 business days or less before the date of the event, all of the Estimated Event Budget shall be paid by the Permittee.
 - » If the Application has been submitted and approved and payment of issued invoices has not been submitted, all of the above cancellation policies still apply.
- Permittee can reschedule event date within 365 days of cancellation date when accompanied by Permittee's submission of a new Application and Application Fee. 50% of the original Real Estate Deposit will be credited towards the successfully rescheduled event in the Event Settlement.
- Coordination Fee on all contracted services, labor, equipment and utilities procured by PCS on behalf of the Permittee will be due in full upon cancellation.

RENTAL POLICIES & PROCEDURES (CONTINUED)

Permits

- An Event Use Permit will be issued for signature upon submittal of the following executed documents:
 - » Real Estate Rental Form
 - » Estimated Event Budget Form
 - » Site Map
 - » Insurance documentation
 - » Full payment of the Estimated Event Budget amount
 - All Pioneer Courthouse Square event-related permits will be issued to the Permittee upon the Permittee's successful completion of Pioneer Courthouse Square's Rental Policies and Procedures (including providing Pioneer Courthouse Square with copies of any other permits, addressed in the Special Conditions section, necessary for Permittee's event) prior to the event.
 - The insurance certificate (see sample certificate for detail and required language) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage as approved on the Application and must be on file at Pioneer Courthouse Square, Inc. Permittee shall obtain, and maintain for the duration of the permit, a commercial general liability policy with a minimum of \$1 million per occurrence coverage and \$2 million general aggregate coverage for bodily injury, property damage, personal injury, and advertising injury. Permittee's commercial general liability policy shall cover Pioneer Courthouse Square, Inc. and the City of Portland as additional insureds on a primary and noncontributory basis. Permittee shall ensure that its commercial general liability insurer waives its right of recovery related to claims arising out of Permittee's operations under the permit.
 - The Permittee and Designated Persons in Charge must have all event-related permits and procedures in their possession during the event (including load-in and load-out) for on-site event authorization.
 - The Pioneer Courthouse Square permit is subject to all applicable provisions of the City of Portland Code and the rules and regulations governing Pioneer Courthouse Square.
- Pioneer Courthouse Square reserves the right to require, at the Permittee's expense:
 - » Certified alcohol monitoring personnel
 - » Development of an event public safety plan and/or rules of conduct.
 - » Directional and/or wayfinding signage.
 - » Special load-in charges for over-sized or heavy vehicles
 - » Storage fees for items left on-site pre and post-event are charged a minimum of \$46.00 per day; additional fees may be deemed necessary by Pioneer Courthouse Square based upon the nature and/or size of item(s) left on-site.
 - » Cleaning or damage assessments as a result of Permittee's action or event impact
 - It is the Permittee's responsibility to comply with all City, County and State requirements. All permits and/or inspections are the Permittee's responsibility to acquire at the Permittee's expense. Permittee must provide to Pioneer Courthouse Square copies of all other permits issued prior to receiving the Pioneer Courthouse Square Event Use Permit. Below are some of the permits and/or inspections which may be required:
 - » Noise Permit/Public Assembly Permit/Vehicle Access Permit/Security/Fire Permits/Oregon Liquor and Cannabis Commission Permit/Federal Aviation Administration Permit/Multnomah County Health Department Permit, etc.
 - Event-approved vehicles may be brought on-site for a fee of \$74.00 for the first vehicle and \$34.00 for each additional vehicle.
 - Pioneer Courthouse Square staff will provide up to (3) revisions to Permittee's Event Site Map. Additional revisions are billed at \$50 per revision.
 - Estimated Event Budget must be finalized 30 days before Permittee's event. Any changes, additions and/or deletions to equipment rental within one week of event will incur a penalty fee determined by equipment vendor.
 - All event-approved vehicles must display a dated Vehicle Access Permit provided by Pioneer Courthouse Square prior to the event.
 - » Valid Vehicle Access Permits must be displayed in the front windshield of all event-approved vehicles for the duration of the event.
 - » Pioneer Courthouse Square requires that Permittee provides drip pans to be placed under each approved on-site vehicle to protect the brick surface from engine fluids.
 - » Only vehicles with approved Display Vehicle Access Permits may remain on-site after event begins.
 - Permittee will ensure tenant and public restroom access will be maintained during the interior facility regular business hours.
 - It is Permittee's responsibility to comply with all applicable ADA requirements throughout their use of The Square.
 - Authorized personnel of Pioneer Courthouse Square and/or Permittee are allowed to handle event-related equipment. Repairs for damages are calculated at a minimum of \$94.00 per man-hour plus the cost of materials. Additional costs may be deemed necessary by "PCS" based upon the nature of repairs and/or replacements.
 - If any of the above policies and procedures, or any other rules and requirements of Pioneer Courthouse Square are violated, the permit will be revoked and Permittee and any Designated Persons in Charge will forfeit future rental of the Square.

Special Conditions

- There may be additional requirements depending upon the nature of the event.
- Pioneer Courthouse Square must approve all items for sale at the event.
- Permittee must secure prior written approval from Pioneer Courthouse Square event staff for on-site food vending.
- Pioneer Courthouse Square reserves the right to require, at the Permittee's expense, on-site DPSST Certified event security coverage during the event.
 - » Such Security coverage must be provided by Pioneer Courthouse Square's authorized DPSST on-site security personnel.
 - » Any external DPSST Security coverage provided by Permittee must be approved by Pioneer Courthouse Square no later than 10 business days prior to event load-in.
 - » Requests for additional security coverage that occur within 10 business days of event date/or load-in date Pioneer Courthouse Square will work in good faith to secure requested coverage through pre-approved security provider at the Permittee's expense (this restriction does not apply to certified alcohol monitoring personnel required per the Oregon Liquor and Cannabis Commission).
 - » When contracting 5 or more DPSST security officers a supervisor is required at Permittee's expense.



EVENT USE PERMIT

Based upon information provided in the Event Application, PIONEER COURTHOUSE SQUARE, INC. (PCS) hereby grants Organization Name Job #00-0000 (Permittee) represented by Permittee's Name, permission to use the facilities as outlined below, subject to the terms and conditions of this agreement contained herein and subject to the policies and procedures of PCS.

This permit is subject to all applicable provisions of the City of Portland Code and the Rules and Regulations governing Pioneer Courthouse Square.

The following area description is the area authorized and designated for occupancy for **Name of Event**.

Date(s) of Event: Date of Event

Special Conditions of Use: Event-specific permit requirements.

Indemnity: PERMITTEE SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS BOTH PIONEER COURTHOUSE SQUARE INC. AND THE CITY OF PORTLAND AND THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY, DAMAGES, EXPENSES, ATTORNEY'S FEES, CAUSES OF ACTION, SUITS, CLAIMS OR JUDGMENTS, ARISING OUT OF OR CONNECTED WITH (I) PERMITTEE'S ENTRY, USE OR OCCUPANCY OF THE PROPERTY, (II) ANY FAILURE OF PERMITTEE TO COMPLY WITH THE TERMS OF THIS USE PERMIT OR ANY VIOLATION OF LAW OR ORDINANCE, AND (III) THE ACTS OR OMISSIONS OF PERMITTEE, ITS OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES OR INVITEES. PERMITTEE SHALL, AT ITS OWN COST AND EXPENSE, DEFEND (WITH COUNSEL ACCEPTABLE TO PCS AND CITY) ANY AND ALL SUITS WHICH MAY BE BROUGHT AGAINST PERMITTEE OR CITY, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES, EITHER ALONE OR IN CONJUNCTION WITH OTHERS UPON ANY SUCH ABOVE MENTIONED CAUSE OR CLAIM, AND SHALL SATISFY, PAY, AND DISCHARGE ANY AND ALL JUDGMENTS, INCLUDING ATTORNEY FEES AND COSTS, THAT MAY BE RECOVERED AGAINST PCS, CITY OR PERMITTEE, THEIR OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES IN ANY SUCH ACTION OR ACTIONS, INCLUDING ANY APPEALS, IN WHICH THEY MAY BE PARTY DEFENDANTS.

Insurance: Permittee shall obtain, and maintain for the duration of the permit, a commercial general liability policy with a minimum of \$1 million per occurrence coverage and \$2 million aggregate coverage for bodily injury, property damage, personal injury, and advertising injury. Permittee's commercial general liability policy shall cover Pioneer Courthouse Square, Inc. and the City of Portland as additional insureds on a primary and noncontributory basis. Permittee shall ensure that its commercial general liability insurer waives its right of recovery related to claims arising out of Permittee's operations under the permit.

Authorized Area: Rental Area

Activity Classification: Rate X

Vehicle Access Permit(s): Vehicle Access Permit # 0000

- Dated Vehicle Access Permits must be displayed in the front windshield of all event-approved vehicles for the duration of the event.
- PCS requires that Permittee provide drip pans to be placed under each approved on-site vehicle to protect the brick surface from engine fluids.
- No loading-only approved vehicles may remain on-site after event begins.

Event Schedule: Load-in: TBD Event Begins: TBD Event Ends: TBD Load-out Complete: TBD

Onsite Contact(s): Security Supervisor: 123-456-7890 Production Assistant: 123-456-7890

PIONEER COURTHOUSE SQUARE USE PERMIT CONTINUED

PERSON(S) IN CHARGE: Eviction and Exclusion

The Permittee and/or any person named below are designated as "*person(s) in charge*" by Oregon law under the terms of this Use Permit. ORS 164.205(5): This designation authorizes the *person(s) in charge* to evict and/or exclude persons from the permitted area by contacting on-site security. The *person(s) in charge* designation may be revoked at anytime by a representative of PCS or the Portland Police Bureau. The Permittee agrees that at least one *person in charge* will be present on-site for the duration of the event. The Permittee further agrees that each *person(s) in charge* will carry a copy of the permit and picture identification. NO CHANGES TO THE NAMED PERSON(S) IN CHARGE MAY OCCUR WITHIN TWO (2) BUSINESS DAYS OF THE EVENT DATE.

The authority of a person in charge is limited by the terms of the injunction in *Gathright v. City of Portland*. In the case of speech-related conduct or activities, a person in charge may remove a speaker from a permit area or prohibit entry only if there is probable cause to believe the speaker has violated a duly enacted statute or Code provision other than P.C.C. 20.08.60 (Interference With Permittee's Use) in the permit area. A person in charge may impose reasonable time, place and manner restrictions on speech only after consultation with, and authorization from, a person designated by the City of Portland for this purpose. For this permit, the City designates a Park Officer as the official authorized to approve imposition of reasonable time, place and manner restrictions.

A rule of conduct that implicates speech must comply with the terms of the injunction in *Gathright v. City of Portland*, and must be approved by the City. The City designates a Park Officer as the official authorized to approve rules of conduct that implicate speech.

Designated Person in Charge
PRINT NAME

Designated Person in Charge
PRINT NAME

Designated Person in Charge
PRINT NAME

Fee Schedule:

Rental Area Fee: \$ 0000.00
Estimated Additional Fees: \$ 0000.00
Permit TOTAL to date: \$ 0000.00

The permit total does not always represent the total event costs. Any additions and/or deletions to the Permittee's estimated event budget will be accounted for in the final settlement.

Terms of Payment:

50% of Permit Total upon receipt of Estimated Event Budget Invoice
Balance due in full in advance of event load-in.

The undersigned Permittee has read and understands the terms and conditions and agrees to the policies and procedures contained herein and as outlined in the Event Rental Application Packet.

PERMITTEE

AUTHORIZED PCS REPRESENTATIVE

DATE

DATE

Portland's Living Room

RENTAL INSURANCE SAMPLE

SAMPLE COPY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name and Address of Insurance Broker	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td colspan="2">INSURER A: Your Insurance Carrier</td> </tr> <tr> <td colspan="2">INSURER B:</td> </tr> <tr> <td colspan="2">INSURER C:</td> </tr> <tr> <td colspan="2">INSURER D:</td> </tr> <tr> <td colspan="2">INSURER E: SAMPLE ONLY</td> </tr> <tr> <td colspan="2">INSURER F: NOT VALID FOR COVERAGE</td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A: Your Insurance Carrier		INSURER B:		INSURER C:		INSURER D:		INSURER E: SAMPLE ONLY		INSURER F: NOT VALID FOR COVERAGE	
CONTACT NAME:																					
PHONE (A/C, No, Ext):	FAX (A/C, No):																				
E-MAIL ADDRESS:																					
INSURER(S) AFFORDING COVERAGE																					
INSURER A: Your Insurance Carrier																					
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E: SAMPLE ONLY																					
INSURER F: NOT VALID FOR COVERAGE																					
INSURED Organization Name and Address																					

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			ABC1234567	01/01/2026	12/31/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐		N/A			PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	HOST LIQUOR LIABILITY "NOT IN THE BUSINESS OF SERVING OR SELLING"			ABC1234567	01/01/2026	12/31/2026	

SAMPLE CERTIFICATE

Please note that your insurance certificate **MUST** contain the **EXACT WORDING** indicated below in the "Description of Operations/Locations/Vehicles" section of the certificate or it will not be accepted.

Your insurance certificate **MUST** also display the date of the event you have scheduled and your organization/company name.

ADDITIONAL INSURANCE REQUIREMENT

Additional Insured Endorsement Form **MUST** be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance

The Certificate of Insurance with the correct language and the Additional Insured Endorsement Form **MUST** be on file at Pioneer Courthouse Square before the Event Use Permit will be issued.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder below is an additional insured for a (type of event) at Pioneer Courthouse Square ("City of Portland") on (event date) but only as respects to liability arising out of operations of the named insured. Pioneer Courthouse Square, Inc., the City of Portland and all other governmental bodies having jurisdiction in this area, including their respective commissioners, officers, directors, employees and agents are included as respects to their interest in the named insured event in Pioneer Courthouse Square.

CERTIFICATE HOLDER

CANCELLATION

Pioneer Courthouse Square, Inc. City of Portland 715 SW Morrison Street, Suite 702 Portland, OR 97205	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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SAMPLE COPY

POLICY NUMBER: YOUR POLICY NUMBER
Effective Date:

COMMERCIAL GENERAL LIABILITY
CG 20 12 07 98

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Political Subdivision:

Pioneer Courthouse Square, Inc.
City of Portland
715 SW Morrison Street, Suite 702
Portland, OR 97205

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This insurance does not apply to:

- a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".