



I. Application Details

Booth Staff Names: 1. _____ 2. _____

Car Free Day Market Application Form

IV. Insurance Requirements

The City of Burnaby requires all groups using or renting City facilities to have Liability Insurance protection. The Licensees shall obtain and maintain at all times during its use and occupation **General Liability** insurance with limits of not less than **Five Million dollars (\$5,000,000.00)** per occurrence, with the "City of Burnaby" named as additional insured, and **must** include the date, name of event, a 30-day cancellation notice and a cross-liability clause. A copy of the policy must be provided prior to the Licensee's event.

What is Liability Insurance? Liability insurance is a contract that requires an insurer to pay on behalf of the parties it insures for legal liability arising out of the activities of the insured parties.

Why is User Group Insurance important to Burnaby? Burnaby provides services and facilities to residents and visitors including renting facilities to others to operate their own programs and activities. There is potential liability associated with programs and activities (i.e. sports, celebrations, gatherings) provided by others that use a City facility. The rental agreement requires the User to assume the liabilities arising from their use and to "indemnify" the City when losses occur. The only way to reasonably ensure that a User has the financial means to meet this obligation is to require liability insurance.

What is a Certificate of Insurance? It is a document that provides one party with evidence that another party has valid insurance. Certificates are used by property and project owners to confirm that those that use and occupy their lands or provide goods and service have valid insurance.

Key Elements of a Certificate of Insurance:

i. Properly identifies the first "named" insured(s) and those "named" as additional insured - specifically the City of Burnaby and if applicable Burnaby SD#41, needs to be identified as an additional insured party. ii. These should match the contract. iii. Identifies the insurer (sometimes more than one). iv. Includes a policy number. v. Sets out the coverage period (start and end date). Booking to fall within current coverage. vi. Specifies the limits of coverage (i.e. \$5 Million per Occurrence, bodily injury/property damage etc.). vii. Describes the basic coverage and endorsements (i.e. includes cross-liability, these words must appear on face of Certificate). viii. Is executed by the insurer or someone authorized on their behalf (usually an agent or broker). ix. Includes a basic description of the "activities" or "operations" that are insured.

AON Insurance: Providing proof of liability insurance is mandatory when using Burnaby Parks, and Recreation and/or School District #41 facilities. The City of Burnaby offers access to the [AON Insurance](#) portal for the convenience of our user groups, that wish to purchase coverage. The City does not recommend, endorse, approve and/or favor any one insurance provider over another.

Insurance which meets the above criteria, and payment will be provided prior to event date:

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Notices About Payment:

1. Please enclose payment with application (if application is **not** accepted payment will be returned).
2. Please make cheques payable to **The City of Burnaby**
3. Please note that all fees are non-refundable
4. Receipts will be issued on festival day

Agreement:

I confirm that I have read all the information detailed in the 2025 Blues Market Information + Responsibilities and I agree to represent my products at the Burnaby Blues and Roots Festival in accordance with the rules and responsibilities in addition to the festival guidelines, and that the information provided in my application is, to the best of my knowledge, true and accurate.

Signature: _____

Print First Name

Last Name

Date

Please send completed forms to:

Email: celebrate@burnaby.ca