Medinah Park District

VENDOR CERTIFICATE OF INSURANCE (COI) INFORMATION FORM

This form must be completed if your event includes any outside vendor, contractor, entertainer, or rental company providing services or equipment on Medinah Park District property.

EVENT INFORMATION

Renter Name: _____ Event Date: _____

Phone Number: _____ Event Time: _____

Email: _____ Facility/Park Reserved: _____

VENDOR INFORMATION

Company Name: _____

Contact Person: _____

Phone Number: _____

Email: _____

Type of Service or Equipment (check all that apply):

- ☐ Bounce House / Inflatable
- ☐ Tent Rental
- ☐ Caterer / Food Vendor
- ☐ DJ / Entertainment
- ☐ Petting Zoo / Pony Rides
- ☐ Mechanical Ride
- ☐ Carnival Games
- ☐ Other: _____

CERTIFICATE OF INSURANCE REQUIREMENTS

The vendor must provide a current Certificate of Insurance (COI) that meets the following requirements:

- Minimum $1,000,000 Commercial General Liability coverage.
- The Medinah Park District must be listed as an Additional Insured.
- Coverage must be valid for the date(s) of the event.
- The Certificate of Insurance must be submitted at least seven (7) business days prior to the event.
- Failure to submit an acceptable Certificate of Insurance by the deadline may result in the vendor not being permitted on Park District property.

CERTIFICATE HOLDER

Medinah Park District
22W130 Thorndale Avenue
Medinah, IL 60157

RENTER ACKNOWLEDGEMENT

I understand that it is my responsibility to ensure that all vendors providing services or equipment at my event comply with the Medinah Park District's insurance requirements. I acknowledge that vendors may not operate on Park District property without an approved Certificate of Insurance.

Renter Signature: _____ Date: _____

PARK DISTRICT USE ONLY

☐ Certificate of Insurance Received
Date Received: _____

☐ Additional Insured Verified
☐ Coverage Verified

Reviewed By: _____
Approved: ☐ Yes ☐ No