



**CITY OF LIVONIA**  
**Department of Parks and Recreation**  
**Pavilion Rental Insurance Requirements**



1. Producer box must list name and address of insurance company
2. Insured box must list name of renter or organization renting the pavilion
3. Type of insurance required is commercial general liability insurance.
4. The policy number, effective date, and expiration dates must cover the dates of the pavilion rental.
5. Each occurrence must be covered by \$1,000,000.
6. General aggregate limit must be \$2,000,000.
7. Description of operations box must include the following
  - a. Name the City of Livonia as Additional Insured
  - b. Specify the location of the pavilion rental (Example: Rotary Park, Pavilion #3)
  - c. Specify the date of the pavilion rental (Example: 6/1/25)
8. 30 days written notice in the cancellation box.
9. Certificate Holder box must list the following:

City of Livonia  
Department of Parks and Recreation  
15100 Hubbard  
Livonia, MI 48154