



MINTURN BIKE PARK PROGRAM USE GUIDE

This Program Use Guide is specific to Minturn Bike Park located at 1010 Cemetery Road, Minturn, CO 81645. All fee and non-fee based programs taking place at the Bike Park are required to complete this permit process to ensure safety and quality of use for all park participants. Minturn Bike Park is managed and maintained by the Town of Minturn, and all program use and event fees help to offset bike park operations and maintenance costs. The following information has been developed to guide you through the program permit process.

As you read through these guidelines and complete the program application, please be aware that this Use Guide was developed to address a wide variety of programs. Your specific application and supporting documents will respond to and include information and elements that relate to your program request.

Section 1 – General Information

Section 2 – Requirements

Section 3 – Application and Appendices

Minturn Bike Park Contact Information:

Cindy Krieg
Town of Minturn
302 Pine St.
PO Box 309
Minturn, CO 81645
Office: 970-445-2415

events@minturn.org

<https://www.minturn.org/explore-minturn/pages/minturn-bike-park>

Section 1 – GENERAL INFORMATION

Welcome to Minturn Bike Park

The Minturn Bike Park is a free and open to the public park managed by the Town of Minturn. The bike park was built by the Vail Valley Mountain Trails Alliance in 2020.

Phased Plan Approach:

Phase 1: Dirt jumps & rollers, kids' skills area, uphill climbing trail to Lower Start Zone, parking area, temporary restrooms, shed with tool/equipment storage, and a large flagstone paver family/friend gathering area with picnic tables built by the Gallegos Corporation.

Phase 2A: Pumptrack, beginner, intermediate, and advanced flow trails including the first adaptive** mountain biking specific trails in Eagle County.

Phase 2B: Beginner, intermediate, and advanced flow trails with a variety of features including technical drops, jumps, rollers, berms, and rocks. This includes the first dual slalom course in Eagle County. Additional amenities include trees, landscaping, and permanent restroom facilities. Scheduled to start Phase 2B in May/June 2021 with a completion by fall 2021, pending successful fundraising and grant awards.

The Minturn Bike Park is for kids, families, and adults. The park will draw kids and beginners who want to begin, improve, and progress their bike riding abilities. There will be shade structures, water, restrooms, and picnic areas for families to gather. The park will also include advanced level dirt jumps and technical gravity trail features with rock drops, wood features, bridges and more! Additionally, the first and only specific adaptive mountain bike trail and dual slalom course in Eagle County will be built in the Minturn Bike Park.

Minturn Bike Park (MBP) is a -surface cycling facility with a "skill progression" design that serves all ages, abilities and riding styles. This design allows riders to improve their riding skills as they work their way up to advanced-level single track, slopestyle, dirt jumps and cyclo-cross elements throughout the park. MBP offers a variety of trails and features for several off-road cycling disciplines. This unique bike park was designed for day-to-day recreational use, program use and as a venue for -competitions. By permitting program use, the Town can balance all user areas and minimize the impact of the park, trails and parking lots.

**** Adaptive MTB (Mountain Biking)** encompasses a broad range of events and riders who typically cannot ride a standard **mountain bike** and require adapted equipment and trails to suit their physical, intellectual, neurological and sensory abilities.

Certain trails in the bike park were built wide enough and to standards to accommodate adaptive mountain bikes. There are no other trails in Eagle County that were built to accommodate these bikes. Additional information on adaptive mountain biking can be found [HERE](#).

Permit Use

In order to support the Town's mission of sustainable practices in order to maintain and preserve the community's recreational assets, a Permit Use program is in place. Proceeds from permit fees directly contribute to sustaining this facility.

- All programs, regardless of size, are required to permit, per Town of Minturn Municipal Code Sec. 6-3-50.

RESERVATION AND USE OF PARK AND RECREATION FACILITIES (Please refer to Minturn Municipal Code 6-3-10 through 6-3-260 for a full explanation of the permit process)

- Programs that do not charge a fee are still required to permit to help the Town balance the impact on trails, parking lots and with other permitted or public users or events.

Application Submittal Deadlines

Applications must be complete, and should be submitted no later than thirty (30) days prior to the actual date of your program. It is the responsibility of the applicant to read and follow the requirements in this Program Use Guide BEFORE submitting an application. If you have any questions please email events@minturn.org.

Program Use Fees

The Chart below provides an example of typical Minturn Bike Park program fees. A final estimate of fees will be provided based on full review of the program application and any supporting documents.

Program Use Fees and Deposits				
Group	Park Use Description	Permit Fee / Rate	Deposit	Insurance
<u>Fee-Based</u> Programs, Classes or Clinics Host is a for-profit organization, AND Participant pays a program fee, registration, membership or donation	up to 4 hours and 14 participants or less	\$100 Permit Fee	\$100	Yes
	more than 4 hours or 15 or more participants	\$200 Permit Fee	\$200	Yes
<u>Non Fee-Based</u> School or other Not-for-Profit Organization Participant may or may not pay a program fee, registration, membership or donation	up to 4 hours no more than 2X per month, 14 or less participants	No fee and Group provides a Volunteer Day**	None, if Organization is a Bike Park sponsor	Yes
	more than 4 hours more than 2X per month, up to 14 participants	No fee and Group provides a Volunteer Day**	None, if Organization is a Bike Park sponsor	Yes
	15 or more participants	No fee and Group provides a Volunteer Day**	None, if Organization is a Bike Park sponsor	Yes
Exclusive Use of Bike Park for Camp or Clinic (Tents, if required, must be provided by renting organization)	up to 14 participants up to 4 hours Reserved picnic tables & up to two 10x10 tents	\$250 Permit Fee	None, if Organization is a Bike Park sponsor	Yes
	15 or more participants More than 4 hours Reserved picnic tables & up to two 10x10 tents	\$500 Permit Fee	None, if Organization is a Bike Park sponsor	Yes
Personal Parties and Gatherings	Exclusive use of the Gerald Gallegos Family Pavilion is not available at this time. Picnic tables are first come, first served.	Not available at this time	Not available at this time	N/A
Dual Exclusive Use of Bike Park AND Little Beach Park (Amphitheater and/or Parking Area)	Please Call	Please Call	Please Call	Yes

**Volunteer Day is scheduled with the Park Manager for a min 2 hour of park maintenance tasks performed by the group. Volunteer days are on an "As-Needed" basis and are coordinated ahead of time with the Park Manager.

Performance / Damage Deposit Required

A performance deposit may be required for applications based on the charts above. Deposits will be returned if all of the permit requirements are completed successfully, including, but not limited to, site cleanup and payment of final invoice or damages. The specific deposit amount is determined by the program impact and may be subject to change after full review of the application.

Program Meeting with the Park Manager

All new applicants may be required to schedule a program meeting with the Park Manager. The Park Manager will assist programmers with planning, coordination and discussion of all needs or safety issues related to the onsite activity for a successful user experience.

Application Review Process

The Park Manager will notify the applicant upon receipt of the application and of any issues that arise during the review process or any request for additional items needed for the approval process. In most instances, approved event permits are issued at least thirty (30) days in advance of the program date, depending on when the application is received.

Approved Use Permit

An approved program or use permit issued by the Park Manager is valid only for the location(s), route(s) and activities submitted in the application, site plan, route map and supporting documents and/or amendments made to the application during the review process. The Park Manager may place conditions or limitations for program location(s), route(s) and/or activities requested in the application.

The permit holder must have the permit onsite during the time of the approved program. Failure to comply with the terms and conditions of the permit, additional requirements of the Town of Minturn, requirements established in the Program Use Guide or by the Park Manager may result in the immediate cancellation of the program, denial of future applications and/or the forfeiture of the deposit.

Program Reporting

Once your application has been approved and you receive your Use Permit, please be sure to contact either via email or telephone the Park Manager to notify any changes in schedule, group size, and etc. You will also be responsible to report once you have completed your program, the actual head count of participants and hours on site. Instructors and participants will be issued wristbands to be worn during the program. Wristbands are to be returned upon completion of the permitted program.

Event Cancellation

If the applicant cancels, postpones, delays or reschedules the proposed program date or any permitted elements, the Park Manager must be notified in advance by phone and by email.

If the Park Manager or designee cancels the program:

- Fees may be refunded to applicant and the Town will make best efforts to reschedule event

If the applicant cancels:

- Within 7 days of the event it results in forfeiture of 100% of the deposit and fees. Within 8+ days from the event it results in forfeiture of 50% of the deposit and fees.

Section 2 – Requirements

As a program applicant, it is your responsibility to clearly describe and document the proposed program in the application and supporting documents. Please include necessary items for clarification including the specific areas of use, all staff qualifications, program curriculum and any components to ensure the safety of all program participants, park guests, and citizens. The program and participants must abide by these and all posted bike park guidelines or result in the immediate cancellation of the program, denial of future applications and/or the forfeiture of deposit.

1. Application Form

An application form (APPENDIX A) must be completed and include all supporting documents with the performance deposit.

Programs, Classes and Clinics must clearly describe and document the proposed program in the application and supporting documents. Please attach the necessary items for clarification including the specific areas of use, all staff qualifications, program operations and any components to ensure the safety of all program participants, park guests and citizens.

2. Insurance Certificate

An insurance Certificate for programs, classes and clinics must be included with the application. Required applicants must obtain public liability insurance in the amount of \$1,000,000 and provide a certificate of insurance naming the Town of Minturn and its officers, employees, and authorized volunteers as additional insured as indicated on APPENDIX C.

3. Program Coordinator Info

A list of all names, emails and cell phone numbers of program coordinators assisting and on-site during the activity must be submitted with the application. Indicate all current certifications.

4. Program Operations Plan

The purpose of the Program Operations Plan is to outline specific actions and preparations for conducting a successful activity at Minturn Bike Park. Where the considerations do apply, the applicant must provide a very clear and concise explanation of the program and/or staff operations.

a. Define Program Date/Time/Time of Occurrence

The final permit is based on the dates and times submitted in the application. No set-up will be permitted before a permit is issued. Set-up must be initiated and clean-up must be completed by the times indicated on the permit. Insurance must cover program times including set up, and clean up.

b. Define Activity Areas and Use

The final permit issued by the Park Manager will only be valid for approved locations, routes and elements described in the submitted application and activity map. The activity route map is a visual description of all moving routes or activity paths of the program within the park. All tents and canopies locations must be approved by the Park Manager to prevent structures from interfering with irrigation lines, emergency access and public right of ways.

- A Map of Minturn Bike Park may be downloaded [HERE](#).
- Indicate all areas of the park to be used by the proposed program including specific trails and features, picnic areas and parking lots.
- Indicate any tent locations (with sizes) on the site map including, set-up and take-down times.

c. Define Medical Plan

All programs must have a medical plan in place that describes staff response to all emergency or medical needs that may arise. Provisions and protocols for emergency or medical care, transport and communications is required. Depending on the size and nature of the program, on-site emergency medical assistance from emergency services may be required.

d. Emergency Access

Accommodation for emergency response must be provided at all times. Minturn Bike Park has an existing Emergency Access Plan that should be adopted by the program. This plan is currently approved and on file with all Emergency Services and should be used to communicate with emergency response personnel, dispatch or 911 calls.

e. Program Parking

The Minturn Bike Park has a limited amount of onsite parking, and a small neighboring overlot lot. During peak times, the permitted program may be required to use additional overflow parking located above Little Beach Park.

f. Leave no Trace

All areas must be cleared of debris and trash by applicant within 2 hours of program conclusion, unless other arrangements have been made with the Park Manager in advance.

g. Signage

Use of any program signage, banners, flags or logo materials on the premises must be pre-approved by submitting the request in the application and/or supporting documents.

h. Inclement Weather Plan

The applicant must indicate the plan to delay, postpone, reschedule or cancel the program due to inclement weather conditions and/or provide or seek shelter for all participants.

i. Obey all Park Rules and Posted Guidelines

Program Staff and Programs shall agree to abide by these rules and enforce them with participants:

1. Agree to stay on designated trails.
2. Agree to follow good trail etiquette including yielding to others and sharing the trails/features.
3. Agree to the Leave No Trace principles for all trails, parking lot and gathering areas.
4. Agree to abide by all Minturn Bike Park rules, terms and conditions.
5. No Glass in the park
6. No Animals allowed on trails, unleashed or unattended.

For a full listing of Bike Park Regulations, click [HERE](https://www.minturn.org/sites/g/files/vyhliif3486/f/uploads/bike_park_policies_guidelines.pdf) (or visit https://www.minturn.org/sites/g/files/vyhliif3486/f/uploads/bike_park_policies_guidelines.pdf).

Section 5 – Permit Forms and Appendices

Appendix A: Event Permit Application
Appendix B: Sample Insurance Certificate

**Town of Minturn
MINTURN BIKE PARK
PARK USE PERMIT APPLICATION**

**Applications can be submitted:**

- Delivered or mailed to Town of Minturn (302 Pine St, PO Box 309, Minturn CO 81645)
- E-mailed to events@minturn.org.

Payment can be submitted:

- By check payable to: Town of Minturn and delivered with this form
- By credit card payment, in person or via phone once the form is delivered and approved

NAME OF PROGRAM: _____

PROPOSED DAY / DATE(s): _____ TOTAL PARTICIPANTS: _____

DESCRIPTION: Camp / Clinic: _____ Other _____

Programs must complete and attach an operations plan with completed application as defined in the Program Use Guide

- SET UP Date(s) _____ Start Time: _____ am/pm End Time: _____ am/pm
- PROGRAM Date(s) _____ Start Time: _____ am/pm End Time: _____ am/pm
- TAKE DOWN Date(s) _____ Start Time: _____ am/pm End Time: _____ am/pm

If this is a recurring event, please list recurrence information (weekly / monthly / days of week / times, etc):

Name of Applicant/Program Manager: _____

Address: _____ City _____ Zip _____

Telephone: _____ E-mail address _____

Need for Parking: Yes ___ No ___ Need for Electricity: Yes ___ No ___ Water? Yes ___ No ___

Will alcohol be dispensed or sold to the public? Yes ___ No ___ Food? Yes ___ No ___

Do you charge or collect a fee for use of your program? (ie. program fee, membership, donation, etc.)

*If so, how much do you collect or receive per participant? _____

Indicate all use areas:

_____ Main Pump Track _____ Dirt Jumps
 _____ Kids Pump Track _____ Mini Mile

All Bike Park Amenities

_____ Green / Beginner Trails
 _____ Blue / Black Intermediate and Advanced Trails

Please describe any special conditions or needs: _____

A deposit may be required, depending on the on the event size and impact to the park. The specific deposit amount may be subject to change after full review of the application.

Minturn Bike Park Etiquette

The Bike Park is an Unsupervised Facility. RIDE AT YOUR OWN RISK!

- » Helmets and protective gear are strongly recommended.
- » Features can be dangerous in any condition.
- » Park rules and safety signage are displayed throughout the park. Please be aware that you and your group are responsible for knowing and obeying all park regulations.

RIDERS

- » Ride within your abilities.
- » Progression is available throughout the park, start small and build upwards.
- » Stay on trails, riding off trails can cause damage to the park.
- » Respect trail closures.
- » Do not modify trails or features.
- » Follow all Directional Signage, and remember trail intersections come quickly.
- » Do not skid out on trails.
- » Remain aware of other users at all times.
- » Yield to pedestrians and uphill bike traffic in the park.
- » Strive to make each pass safe and courteous.

PEDESTRIANS & SPECTATORS

- » For your safety please stay off of the specialized bike trails.
- » Do not stop in areas with poor visibility.
- » Find a safe area to watch riders.
- » Parents, please make sure kids do not wander in front of bikes on the trails.
- » Deposit all waste in appropriate waste or recycling receptacles.
- » Do not walk on terrain features - respect the native vegetation and wildlife.

CONDITIONS OF USE

1. Check trail conditions and closures prior to arrival at <https://www.facebook.com/minturnbikepark>.
2. Call 911 if there is a medical emergency. Notify onsite Bike Park Hosts or Staff to help with assisting medical crew. Report any helpful information or conditions to Park Staff immediately.
3. Raising funds, charging admission or collecting money must have prior authorization.
4. No glass containers are allowed at Minturn Bike Park or in any of the Town parks.
5. Dogs must be on leash and attended at all times. Please clean up after your pet.
6. Permit riders and groups must limit their size on trails and features. Groups on trails may not exceed 10 or more riders. Groups on dirt jumps, pump tracks and slopestyle may not exceed 6 or more riders. All riders must take turns and share the trails, jumps and facility with the public.
7. No unauthorized building or modification of features. Destruction, damage, or removal of any vegetation or defacement of park property is prohibited. Lessee will be charged for cost of repairs.
8. Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and Town ordinances will be enforced.
9. Facilities must be left in a clean and orderly condition. Lessee will be required to pay for all damage including loss and cost of excessive clean up. Security deposit will be returned based on cleanliness of overall facility and areas of use including restrooms, park plaza and parking lot.
10. Lessee must provide the Town of Minturn with a certificate of insurance showing that the applicant has a comprehensive general liability policy for \$1,000,000 and that the Town of Minturn and its employees,

officers, and authorized volunteers are endorsed on such certificates as additional insured.

11. During the time the bike park is being used by the Lessee, the Lessee is responsible for all accidents, injuries, field damages, or loss of property. Town of Minturn and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
12. Alcohol is not restricted in the park, but please – NO GLASS IN ANY AREA OF THE PARK!
13. Town of Minturn services and programs shall be rented and provided to groups that comply with the guidelines and provisions of The American's With Disabilities Act, that govern their businesses and operations, such as those provisions provided under Titles I, II, III, IV and V of the Act. Additionally, the Town of Minturn facilities shall not be rented to groups who discriminate on the basis of disability, race, color, religion, national origin, pregnancy, age, military status, gender, gender identity, gender variance, or sexual orientation.
14. No person shall place for sale or for solicitation of orders on any merchandise or other things upon Town property without prior authorization from the Town of Minturn.
15. Town of Minturn staff shall determine the appropriateness of program applicants within or adjacent to parks and recreation facilities based on the public's use and enjoyment, competition with existing recreational facilities and impacts upon Minturn Bike Park.
16. The Lessee may not sell or authorize the sale of food or concession items without the written approval of the Town of Minturn and the Eagle County Health Department.
17. In reference to equipment, Applicant agrees to keep the equipment in good condition, including repairs to any damage done to the equipment. Applicant will use equipment in the manner in which it was intended to be used and not otherwise.
18. Placement of tents, fencing, course tape and other additional items is subject to prior approval from the Town of Minturn.
19. Please notify park staff immediately if there is any feature, trail or condition that is unsafe or needs repair by emailing events@minturn.org or calling 970-445-2415.
20. The contract will not be considered final until a signed copy of the contract has been received by the Town of Minturn.

Cancellation Policy: All deposits are due with completed application, 30 days prior to program date. Any fees based on a percentage of revenue are due within 7 days of completed event.

If the Park Manager cancels the reservation all fees will be refunded to applicant and/or the Town will make best efforts to reschedule. If the applicant cancels within 7 days of the event it results in forfeiture of 100% of all fees. If within 8+ days from the event it results in forfeiture of 50% of the fees.

I agree to hold harmless the Town of Minturn for any claims, amounts, and/or damages that may arise during the rental process. I release the Town of Minturn and all of its agents from all liability for any injury which might be inflicted on third persons or property during the rental period. I have read and understand the rules/regulations above.

Applicant signature_____


Date:_____

Print Name:_____

Title: _____

Received by:_____

Date: _____

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/01/2009
PRODUCER (000) 000-0000 FAX (000) 000-0000 #1 Name of Insurance Brokerage or Agency Street Address City, State Zip Code		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED #2 Insured Name Street Address City, State Zip Code		INSURERS AFFORDING COVERAGE #3		NAIC #
		INSURER A: Insurance Carrier Name		
		INSURER B: Insurance Carrier Name		
		INSURER C: Insurance Carrier Name		
		INSURER D: Insurance Carrier Name		
		INSURER E:		

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
#4 A X	GENERAL LIABILITY	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMPROP AGG \$ 2,000,000
	POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				
B	AUTOMOBILE LIABILITY	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
C	EXCESS / UMBRELLA LIABILITY	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 1,000,000
					\$
					\$
					\$
	DEDUCTIBLE				\$
	RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 100,000
					E.L. DISEASE - POLICY LIMIT \$ 500,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS **#6**

The City of Boulder is named as Additional Insured as respects General Liability and Automobile Liability as required by their written contract with the Named Insured regarding Project/ Agreement No. _____ and/or Project Name: _____.

A Waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation as required by their written contract.

CERTIFICATE HOLDER

CANCELLATION

#7 City of Boulder Department of Risk Management 1777 Broadway Boulder, CO 80306	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>XX</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	#8
	AUTHORIZED REPRESENTATIVE #9	

ACORD 25 (2009/01)

© 1988-2009 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD



Arthur J. Gallagher Risk Management Services, Inc.

Certificate Of Insurance Explanation of Sections

1. The name and address of the insured's insurance brokerage or agency appears here.
2. The insured's name and address appears here. The insured is the entity you are requesting the certificate from.
3. The names of each insurance carrier appear here – each are assigned a letter code: A, B, C, D and E to correspond with section #4.
4. The letter (A, B, C, D, E) of the appropriate carrier appears here for each coverage section.
5. An "X" will be marked in this box if additional insured status is being provided for the particular coverage section. Also see section #6.
6. The additional insured status and/or other contract or agreement requirements would appear in this section along with the project name and description.
7. The certificate holder's name and address will appear here. The certificate holder is the entity requiring the insured to provide the certificate of insurance.
8. The number of days that the insurance carrier will endeavor to mail notice of cancellation for the referenced policies appears here.
9. The signature of the authorized representative of the insured's insurance brokerage or agency appears here.

*Prepared by Arthur J. Gallagher Risk Management Services, Inc. – Denver 2/9/09

6399 South Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111-4949
(303) 773-9999
Fax: 303.773.9776
Toll Free 800.333.3231
www.ajg.com