



## 2022 SANTA CLAUS PARADE

*Please print and send this letter to your insurance company to ensure that the correct information is present upon submission and save you the inconvenience of having to transmit the information.*

### INSURANCE REQUIREMENTS

All applications must provide evidence that insurance is maintained for your entry. If you are distributing edible items in the parade a certificate of insurance is required. All insurance requirements are due **November 23, 2022, at 12:00 p.m.**

The purpose of requesting insurance is to ensure that the members of the public and the Regional Municipality of Wood Buffalo (RMWB) is protected in the event of any third-party liability claims arising out of the actions of the parade entrants.

#### **All motor vehicle entries:**

A copy of the insurance policy declarations or a certificate of insurance evidencing \$1,000,000 liability is required for personal vehicles and \$2,000,000 liability is required for commercial vehicles; pink cards may be considered with a letter of confirmation from your broker/insurance company stating that your insurance is currently active, noting that the participants Insurance is primary.

1. Complete legal name and address of the applicant (insured) for which insurance has been arranged. Please note that the insured name shown **must exactly match the name on the municipal parade registration.**
2. The Regional Municipality of Wood Buffalo added as “additional insured” with respect to liability arising out of the participation of the names insured in the December 3rd, 2022, RMWB Santa Claus Parade.
3. The Certificate of Insurance must require that the insurance provider give the Regional Municipality of Wood Buffalo any notice of cancellation by giving fifteen (15) days notice of termination by registered mail or five (5) days written notice hand delivered to the following address: 9909 Franklin Ave, Fort McMurray AB T9H 2K4 attn. Public Works.

\*If you are submitting a vehicle, please ensure you comply with both insurance requirements listed above. The vehicle information can be reflected on the insurance certificate should they be coming from the same insurance company.

Participants are to conduct themselves in a responsible manner respecting other participants, volunteers, and neighboring communities. Though the Santa Claus Parade officials make every effort to ensure the safety of personnel, animals, and property, it is the responsibility of the parade participants to ensure the safety of bystanders and/or private or public property within their control or supervision.