

MCS FACT SHEET: INSURANCE

General liability insurance is required for all events at Mississauga Celebration Square.

INSURANCE REQUIREMENTS - THERE ARE TWO (2) OPTIONS

OPTION 1 - USE YOUR OWN INSURANCE

You can use an existing insurance policy if your broker files a Certificate of Insurance Form. The form must name the City of Mississauga as an additional insured. The link to the form is below:

[Certificate of Insurance Form](#)

Requirements if insurance not purchased through the City insurance program:

- \$5 Million General Liability insurance
- Name "The Corporation of the City of Mississauga" as an additional insured
- Cover all event dates including set up and clean up
- Proof of insurance will only be accepted on the City of Mississauga Template (link above)
- It must be signed, dated and stamped by the insurance provider or broker

DEADLINE 15 DAYS: Proof of stamped, dated and signed insurance is due to MCS minimum 15 days prior to event

OPTION 2 - IF YOU DO NOT HAVE THE REQUIRED INSURANCE

You can purchase Facility User Insurance through the City's Insurance broker. While it is required for all events to obtain liability insurance, it is not mandatory to use the City's provider.

[Please visit our website for further details](#)

To purchase insurance through the City of Mississauga's insurance provider please follow these steps:

1. Complete the Special Events Quote form below. Include all event details to ensure adequate coverage

[Click here for the Quotation Form](#)

2. Email the quote form to the following people:
 - risk.management@mississauga.ca
 - jeff.mcintosh@aon.ca
 - kyle.david@aon.ca
 - mcs.operations@mississauga.ca

3. A quote will be emailed back to you from AON

4. You then have to accept or decline the quote. If you accept, continue to step #5. If you decline, please contact AON to discuss details.

5. Make payment to Customer Service Centre (open Monday to Friday 8:30am - 4:30pm):

There are two (2) options for payment:

Option A) Pay In Person at the Paramount Fine Foods Centre (North Building) - 5600 Rose Cherry Place, Mississauga *must bring copy of insurance quote*

Option B) Pay by Phone - 905-615-4100 x2 (credit card only)

Cheques must be payable to The Corporation of the City of Mississauga

6. CSC will provide you with the following (which forms your proof of insurance) once payment is made:

- Insurance Contract
- Quote from AON
- Certificate of insurance

7. Share proof of insurance with the Supervisor, Event Services at Mississauga Celebration Square, and keep with you on file on the day of your event

DEADLINE 60 DAYS: Event organizer must complete and submit the quotation form

DEADLINE 15 DAYS: Signed, stamped, proof of insurance is due to MCS a minimum of 15 days prior to event

ADD ONS - BLANKET VENDOR INSURANCE

A vendor is a person or business that has paid to rent, or has been given space or a booth from the Event Organizer for the purpose of selling or promoting their own products or services.

Blanket Vendor Insurance provides insurance coverage for the Event Organizer and all independent vendors participating in the event. Blanket Vendor Insurance is highly recommended. If you would like to purchase blanket vendor insurance through the City's provider, you must indicate this in the body of your email and on the quotation form that you submit.