



PALMDALE PARKS & RECREATION

Certificate of Liability Insurance Requirements LOW HAZARD USE

As required by your contract terms, a Certificate of Liability Insurance with Additional Insured Endorsement must be provided to us directly by your insurance agent. All sections must be completed as shown in the example below.

DISCLAIMER: PLEASE REFER TO THE AGREEMENT BETWEEN THE CITY OF PALMDALE AND THE CONTRACT HOLDER FOR SPECIFIC INSURANCE REQUIREMENTS. IT IS RECOMMENDED THAT THE CONTRACT HOLDER PROVIDE A COPY OF THE INSURANCE REQUIREMENTS IN THE CONTRACT TO THE INSURANCE COMPANY FOR REVIEW AND COMPLIANCE.

Please submit your Certificate of Liability Insurance with the following requirements:

- 1. Issue date is required.
2. Insured name must be identical to the Legal Entity Name listed on the contract.
3. Insurance company(ies) must be authorized to do business in the State of California.
4. REQUIRED GENERAL LIABILITY: \$1,000,000 Per Occurrence limit \$2,000,000 General Aggregate limit
5. Policy number.
6. Policy term must cover date(s) of event(s), including set-up and teardown.
7. REQUIRED MEDICAL EXPENSES AND PERSONAL & ADVERTISING INJURY: \$5,000 Med Exp (Any One Person) \$1,000,000 Personal & Adv Injury
8. REQUIRED AUTOMOBILE LIABILITY: \$1,000,000 Combined Single Limit including owned, non-owned and hired automobile coverage. Additional Insured Endorsement required.
9. REQUIRED WORKER'S COMP: California Statutory Requirements. EMPLOYER'S LIABILITY: \$1,000,000 Each Accident \$1,000,000 Disease - Each Employee \$1,000,000 Disease - Policy Limit
10. If alcohol is served or sold, REQUIRED LIQUOR LIABILITY: \$2,000,000 Per Occurrence \$5,000,000 General Aggregate
11. REQUIRED WORDING: The City of Palmdale, Housing Authority, Palmdale Finance Authority, and their officers, agents, employees and volunteers are named as additional insureds.
12. City of Palmdale Dept. of Parks & Recreation 827 East Avenue Q-9 Palmdale, CA 93550
13. Authorized representative's signature required.

See next page for required Additional Insured Endorsement sample.

ACORD CERTIFICATE OF LIABILITY INSURANCE form with fields for PRODUCER, INSURED, COVERAGES, and CANCELLATION. Includes a large 'SAMPLE' watermark and numbered callouts (1-14) corresponding to the requirements list.

Submit Certificate of Liability Insurance & Additional Insured Endorsement to:

City of Palmdale
Department of Parks & Recreation
827 East Avenue Q-9, Palmdale, CA 93550
661/267-5611 • Fax 661/267-5636



## Additional Insured Endorsement Requirements

You must submit your Additional Insured Endorsement with your Certificate of Liability Insurance. All sections must be completed as shown in the example below.

**Please submit your Additional Insured Endorsement with the following requirements:**

1. Policy Number(s) for Commercial Liability and Commercial Automobile Liability (mandatory). If serving or selling alcohol, include policy number for Liquor Liability (mandatory). If event holder's primary membership consists of children, include policy number for Sexual Abuse & Molestation (mandatory).
2. Commercial Liability and Commercial Automobile Liability. If serving or selling alcohol, Liquor Liability. If primary membership consists of children, Sexual Abuse & Molestation Liability.
3. The City of Palmdale, Housing Authority, Palmdale Finance Authority, their officers, agents, employees and volunteers are named as additional insureds.

POLICY NUMBER: **1**

### COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

#### ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

- 2**
- COMMERCIAL GENERAL LIABILITY COVERAGE PART
  - COMMERCIAL AUTO LIABILITY COVERAGE PART
  - LIQUOR LIABILITY COVERAGE PART
  - SEXUAL ABUSE & MOLESTATION PART

#### **3** SCHEDULE

**Name of Additional Insured Person(s) or Organization(s):**

The City of Palmdale, Housing Authority, Palmdale Finance Authority, and their officers, agents, employees and volunteers are named as additional insured.

**NOTE: Your insurance carrier must be located in and licensed to business in the State of California.**