

LOEWS HOTELS & CO

ESTABLISHED 1960

Checklist for Certificate of Insurance Approval UCF Hotel Venture I

UCF Hotel Venture I (Lakewood Support Facility, Loews Portofino Bay Hotel, Hard Rock Hotel, Loews Royal Pacific Resort)

In order to streamline our process and ensure the quickest possible turnaround time for certificate of insurance (COI) approvals, **we kindly request that you complete this checklist and attach it with the COI when sending to risk management for approval.** We hope that this will eliminate much of the delay and back and forth with COI approvals.

**Official Entity Name of Vendor
Providing services:**

**Loews Conference
Manager's Name:**

Name of the Group:

Location of the Event:

Date(s) of the Event:

**A very Detail Scope of Service
with Pictures & Diagrams if
Available:**

Loews Hotels COI Standards are below:

<p><u>Certificate Holder must read as follows:</u></p> <p>UCF Hotel Venture c/o Loews Hotels at Universal Orlando 6800 Lakewood Plaza Drive Orlando, FL 32819 Attn: Risk Management</p> <p><u>Under the Description of Operations Section on the certificate of Insurance the following verbiage should be reflected:</u></p> <p><i>"UCF Hotel Venture, Loews Orlando Operating Company, Inc., Loews Orlando Hotel Partner, LLC, Universal City Development Partners, Ltd., Universal City Florida Partners, Hard Rock Café International (USA) Inc., and their respective parents, subsidiaries and affiliates are included as Additional Insureds. The Insurance protecting the Insured and Additional Insureds is primary and non-contributory with any other insurance carried by any of the Additional Insured and contains a Waiver of Subrogation in favor of the Additional Insureds"</i></p>	<p>Certificate of Insurance Coverage Standards COI</p> <ul style="list-style-type: none">• Commercial General Liability should reflect total Limits of \$5,000,000. Limits can be satisfied with a combination of General Liability and Umbrella (per Occurrence Limits).• Automobile Liability should reflect total Limits of \$5,000,000. Limits can be satisfied with a combination of Auto Liability and Umbrella (per Occurrence Limits).• Workers Compensation Insurance should be reflected and Employer's Liability Insurance of not less than \$1,000,000.<ul style="list-style-type: none">- If you have 4 workers or less we need the Worker's comp Exemption letter.
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**Loews Hotels at Universal Orlando
Risk Management Department
OrlandoRiskManagement@loewshotels.com**