

Conejo Recreation & Park District

Insurance Requirements

Give this document to your (or your organization's) insurance agent.

Your Certificate of Insurance and Endorsement must be in the Reservation office no later than 10 working days prior to event.

*A copy of your current insurance certificate **will not** be accepted.*

Conejo Recreation & Park District Liability Insurance requirements:

- ✓ **Certificate of Liability Insurance and Additional Insured Endorsement for your event must contain the following clause:** "This insurance is primary and non contributory with any insurance carried by the certificate holder."
- ✓ **Certificate must include:**
 - Date of event or date range of coverage
 - Location of event.
 - Name of Organization/Group/Business
- ✓ **Additional Insured Endorsement/Certificate Holder section must read:**
 - Conejo Recreation & Park District, it's Directors, Officers, Agents and Employees.
 - 403 W Hillcrest Dr Thousand Oaks, CA 91360
- ✓ **Cancellation Clause must read as follows:** "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days' written notice to the certificate holder named to the left."
- ✓ **If this is a Company function**

Please include evidence of Worker's Compensation.
- ✓ **Minimum Liability Limits are \$1,000,000.**
 - \$1,000,000. General Aggregate
 - \$1,000,000. Per Occurrence
 - \$1,000,000. Products Completed-Operations
 - \$1,000,000. Personal & Advertising Injury
 - \$100,000. Fire Legal
 - \$5,000. Medical Expense

Mail or Fax to Hillcrest Center for the Arts:

Conejo Recreation & Park District

403 W Hillcrest Drive Thousand Oaks, CA 91360

Fax 805-370-1341 Phone 805-381-2747 email cultural@crpd.org

Certificates of Insurance and Endorsements

For Conejo Recreation & Park District 403 W Hillcrest Drive Thousand Oaks CA 91360

Certificates of insurance without endorsements do not protect the additionally insured (in this case; Conejo Recreation and Park District). **An endorsement is required** because, as noted on an insurance certificate: *"This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."*

Certificates of Insurance are prepared and signed by an insurance agent, not the insurance company. In most instances they have no authority to bind the insurance company and in the event of a loss the insurance company will fight any reimbursement stating they never agreed to add us as additionally insured.

SAMPLE of "CG 20 26 11 85" Endorsement form

POLICY NUMBER

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:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Organization

Conejo Recreation & Park District, it's Directors, Officers, Agents, and Employees.

403 W Hillcrest Drive Thousand Oaks, CA 91360

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented by you.

CG 20 26 11 85

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