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.

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and conveys no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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
   If food, drink or any kind of product is sold or given away at the event: $2,000,000 Products & Completed Operations Aggregate limit
   Additional Insured Endorsement required.
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
   If alcohol is served or sold, REQUIRED LIQUOR LIABILITY: $2,000,000 Per Occurrence $5,000,000 General Aggregate
10. REQUIRED WORDING:
   The City of Palmdale, Housing Authority, and their officers, agents, employees and volunteers are named as additional insureds. Include name(s) and date(s) of event(s).
11. City of Palmdale
   Dept. of Parks & Recreation
   38260 10th St. East
   Palmdale, CA 93550
12. Authorized representative’s signature required.

See next page for required Additional Insured Endorsement sample.
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.

1. **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:

   2. **COMMERCIAL GENERAL LIABILITY COVERAGE PART**
   2. **COMMERCIAL AUTO LIABILITY COVERAGE PART**
   2. **LIQUOR LIABILITY COVERAGE PART**

   **SCHEDULE**

   Name of Additional Insured Person(s) or Organization(s):
   The City of Palmdale, Housing 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.