



## INDOOR FACILITY INSURANCE REQUIREMENTS

### **GENERAL Liability Coverage**

***Required for all indoor rentals***

**General Liability:** Minimum Limits of \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including operations, products and completed operations. Additional Host Liquor liability is required if serving alcohol.

***Coverage can be purchased at***

<https://securetulipinsurance.com/Pasadena/ApplicantInformation>

### **Companies/Non-Profit Groups/Schools/Organizations**

***Required from event organizer (company/individual organizing event)***

- General Liability
  - Additional Insured Endorsement form(s) naming the City of Pasadena as an additional insured: "City of Pasadena, its Council Members, Commissioners, officers, employees and agents."
  - Waiver of the Right of Subrogation Endorsement for General Liability in favor of the "City of Pasadena"
- Auto Liability
- Worker's Compensation
  - Waiver of the Right of Subrogation Endorsement for Worker's Compensation in favor of the "City of Pasadena".

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***\*If you are serving/selling alcohol must also include **Liquor Liability** (limits will vary depending on event type)***

## **Vendors**

### ***Required vendor/company/individual from providing service***

***\*ALL vendors providing a service on City property require insurance***

***i.e. food vendors, caterers that are serving or cooking, bartenders, rental companies that are setting up/breaking down or providing an inflatable***

- General Liability
  - Additional Insured Endorsement form(s) naming the City of Pasadena as an additional insured: “City of Pasadena, its Council Members, Commissioners, officers, employees and agents.”
  - Waiver of the Right of Subrogation Endorsement for General Liability in favor of the “City of Pasadena”
- Auto Liability
- Worker’s Compensation
  - Waiver of the Right of Subrogation Endorsement for Worker’s Compensation in favor of the “City of Pasadena”.

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## **Deliveries**

***i.e. rental company, caterer dropping off ONLY***

- Proof of General Liability ( copy of COI)
- Proof of Auto Liability ( copy of COI)
- Proof of Workers Compensation ( copy of COI)

## **Food Trucks (not available at all facilities)**

- Proof of General Liability ( copy of COI)
- Proof of Auto Liability ( copy of COI)
- Proof of Workers Compensation ( copy of COI)

**Note: The Specification or Request for Insurance may be amended by the City, to require less or greater requirements depending on the potential risk involved.**

To obtain a quote to purchase insurance, please visit  
<https://securetulipinsurance.com/Pasadena/ApplicantInformation>

## **INFORMATION FOR INSURANCE AGENT**

1. **Minimum Insurance and Limits:** A copy of the endorsement pages must accompany the Acord form certificate of liability. The City reserves the right to modify or amend the type of coverage and limits based upon the risk involved in the scope of services.
  - A. **Commercial General Liability:** Minimum Limits of \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including operations, products and completed operations.
    - **Additional Insured Endorsement:** General Liability endorsement coverage shall be provided in the form of an Additional Insured Endorsement (CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used or equivalent) to Contractor's insurance policy, or as a separate owner's policy. The general liability policy must be endorsed, by separate and specific endorsement, to name as additional insured, "City of Pasadena, its City Council, officers, officials, agents, employees, and volunteers", on a primary and non-contributory basis, with respect to liability arising out of work or operations performed by or on behalf of Contractor.
    - **Waiver of Subrogation:** Contractor agrees to waive subrogation which an insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain a separate and specific endorsement necessary to affect this waiver of subrogation against "City of Pasadena".
  - B. **Professional Liability:** Minimum Limits of \$1,000,000 per accident for bodily injury and property damage.
    - **Additional Insured Endorsement:** The professional liability policy must be endorsed, by separate and specific endorsement, to name as additional insured, "City of Pasadena, its City Council, officers, officials, agents, employees, and volunteers", on a primary and non-contributory basis, with respect to liability arising out of work or operations performed by or on behalf of Contractor.
    - **Waiver of Subrogation:** Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain a separate and specific endorsement necessary to affect this waiver of subrogation against "City of Pasadena".
  - C. **Worker's Compensation and Employers Liability:** Minimum limits as required by the State of California for Workers' Compensation and Minimum Limits of \$1,000,000 for Employers Liability per accident for bodily injury or disease.
    - **Waiver of Subrogation:** The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of City for all work performed by Contractor, its employees, agents and subcontractors.
2. For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the City, its City Council, officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by City, its City Council, officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.
3. The City of Pasadena shall be given 30 days written notice of cancellation or material change. The certificate submitted will not be approved if it contains a clause that relieves the insurer from responsibility for failure to give notice.

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