

Insurance Requirements



Please give this document to your organization's insurance agent.

Your Certificate of Insurance and Endorsement must be in the District's office **no later than 10 working days prior to the event**. *A copy of your current insurance certificate will not be accepted.* Our liability insurances requirements are as follows:

↪ **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 Drive, 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 Workers' 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, Fax or Email to:**

Conejo Recreation & Park District
403 W. Hillcrest Drive
Thousand Oaks, CA 91360
(805) 497-3199 (fax)
(805) 495-6471 (office)
parks@crpd.org

Certificates of Insurance without Endorsements DO NOT protect the additionally insured (in this case, Conejo Recreation and Park District). The Certificate of Insurance reads, *"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."* Because of this language, an Additional Insured Endorsement **MUST** be included with the Certificate of Insurance.

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: XXXXXXXXXXXXXXXX

COMMERCIAL GENERAL LIABILITY
CG 20 26 11 85

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, its 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 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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