A current **Certificate of Liability Insurance** and **Additional Insured Endorsement** must be received by Conejo Recreation and Park District prior to the commencement of the contract or permitted activities.

- Because of the language stated at the top of the Certificate of Liability Insurance, an Additional Insured Endorsement is **required**. Certificates of Liability Insurance alone do not protect the additional insured.

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

- The contractor or permittee is responsible for providing an updated Certificate of Liability Insurance and Additional Insured Endorsement prior to the expiration date to ensure no lapse in coverage. The contract or permit will not be valid until a current policy is on file.

- Certificates of Liability Insurance must include the policy number, the name of the insured individual or business, the effective date of coverage, and the contract or permit location(s).

- The policy number listed on the Additional Insured Endorsement must match the one on the Certificate of Liability Insurance.

- Certificates of Liability Insurance must be for an Occurrence Policy, **not** Claims-Made.

- Minimum liability limits are as follows:
  - $2,000,000 General Aggregate
  - $1,000,000 Per Occurrence
  - $1,000,000 Personal, Advertising, Bodily Injury
  - $1,000,000 Products-Completed Operations

- The Certificate Holder and Name of Additional Insured sections must read as follows:

  Conejo Recreation and Park District  
  Its 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 30 days’ written notice to the certificate holder named to the left.”

- Blanket endorsements **will not be accepted**.
# Certificate of Liability Insurance

**Sample Certificate of Liability Insurance**

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## Certificate of Liability Insurance

**Date** (MM/DD/YYYY) | 01/01/2021

---

**Producer**

Insurance Agent: Independent Contractor
Street Address: [Redacted]
City, State, Zip: [Redacted]

---

**Insured**

Independent Contractor
Street Address: [Redacted]
City, State, Zip: [Redacted]

---

**Certificate Number:** 7327232466

**Policy Number:** [Redacted]

**Policy Effective Date:** 01/01/2021

**Policy Expiration Date:** 12/31/2021

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### Coverage

- **General Liability**
  - Type of Insurance: [Redacted]
  - Policy Number: [Redacted]
  - Policy Effective Date: 01/01/2021
  - Policy Expiration Date: 12/31/2021
  - Limits: [Redacted]

- **Automobile Liability**
  - Type of Insurance: [Redacted]
  - Policy Number: [Redacted]
  - Policy Effective Date: 01/01/2021
  - Policy Expiration Date: 12/31/2021
  - Limits: [Redacted]

- **Umbrella Liability**
  - Type of Insurance: [Redacted]
  - Policy Number: [Redacted]
  - Policy Effective Date: 01/01/2021
  - Policy Expiration Date: 12/31/2021
  - Limits: [Redacted]

- **Workers' Compensation and Employers' Liability**
  - Type of Insurance: [Redacted]
  - Policy Number: [Redacted]
  - Policy Effective Date: 01/01/2021
  - Policy Expiration Date: 12/31/2021
  - Limits: [Redacted]

---

**Description of Operations / Locations / Vehicles**

(Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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**Certificate Holder**

**Canceller**

**Authorized Representative Signature**

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Sample Additional Insured Endorsement

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s):</th>
<th>Location(s) Of Covered Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conejo Recreation &amp; Park District, its Directors, Officers, Agents, and Employees 403 W. Hillcrest Drive Thousand Oaks, CA 91360</td>
<td></td>
</tr>
</tbody>
</table>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;
in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
This insurance does not apply to "bodily injury" or "property damage" occurring after:
1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.