

INSURANCE REQUIREMENTS

Please provide the following information to your insurance agent:

The Licensee shall obtain Commercial General Liability insurance in the amount of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) in general aggregate and provide a certificate of insurance to the City of Mountain View. The City of Mountain View, its officers, officials, employees and volunteers are to be covered as additional insureds by an endorsement. Alternatively, a Home Owner's policy in the amounts documented above can be utilized along with an additional insured endorsement.

- Insurance is to be placed with insurers with a current A.M. *Best's Insurance Guide* rating of no less than **A:VII**.
- Insurance is to be primary and non-contributory.
- Workers Compensation insurance is mandatory in the State of California at statutory limits and Employer Liability insurance is required in the amount of \$1,000,000. If an employer is exempt from maintaining Workers Compensation insurance the City requires that vendor/contractor to complete a Workers Compensation Coverage Exemption Declaration.
- If the event is a performance, the insurance is to cover the performers and if it does not then the performers must sign a City of Mountain View waiver.
- For events at the Mountain View Center for the Performing Arts, if liquor is being served, liquor liability insurance is required in the amount of one million dollars (\$1,000,000) and the Center must be notified no less than two (2) weeks prior to the event.
- Certificates of insurance and endorsements must be provided to the City four (4) weeks prior to the event.
- If appropriate insurance documents are not received two (2) weeks prior to the event, the City has the right to cancel the event and under no circumstances is the City responsible for the cancelled event. Cancellation fees will apply in accordance with policy.
- The policy period must cover all of the Licensee's time at the Center. (This includes load-in, rehearsals, performances, etc.)
- Additional insured status using CG 20 26 07 04 stating the CITY is an Additional Insured must be included.