

INSURANCE REQUIREMENTS

Prior to commencing any event activity on public property, the Organizer must obtain and submit proof of insurance. The cost of the insurance shall be the responsibility of the Organizer. Questions may be directed to the City of San Jose Office of Cultural Affairs Event Services at the contact information listed below.

The Organizer shall obtain and maintain for the duration of the event (including setup and dismantling times) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the event and related work performed by the Organizer, his agents, representatives, employees or subcontractors; products and completed operation of the Organizer; premises owned, leased or used by the Organizer; or automobiles owned, leased, hired or borrowed by the Organizer.

INSURANCE

The Sponsor shall provide the City of San Jose Office of Cultural Affairs Event Services, a Certificate of Insurance showing there is in force the following valid Policy showing the Sponsor as insured and showing:

- **Commercial General Liability:** minimum \$1,000,000 combined single limit per occurrence for bodily injury and property damage including products and completed operations;
- **Automobile Liability:** minimum \$1,000,000 combined single limit per accident for bodily injury and property damage for all owned, hired or non-owned vehicles (if vehicles are used for during event, or for setup and dismantling times.)
- **Liquor Liability (if alcohol is being sold):** minimum \$1,000,000 limit per occurrence.
- **Workers' Compensation and Employers' Liability:** Workers' Compensation as required by State of California, and Employers Liability with a limit of not less than \$1,000,000.

ENDORSEMENTS

Commercial General Liability Certificate must be accompanied by the following endorsements:

- **The City of San Jose, its officers, employees, agents and contractors are named as additional insured.**
- Ten (10) day Notice of Cancellation or changes of coverage shall be given to the City of San Jose.
- The insurance is primary insurance as respects the City, its officials, employees, agents and contractors. Any other insurance the City may have shall be considered excess insurance only.
- Coverage shall state that the Sponsor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

SUBCONTRACTORS

The Organizer shall include all subcontractors as insureds under its policies or shall obtain separate Certificates of Insurance and Endorsements for each subcontractor.

VERIFICATION OF COVERAGE

Prior to commencement of the event, the Organizer shall furnish the City with Certificates of Insurance and Endorsements. Verification of Coverage is to be sent to:

**Office of Cultural Affairs – Event Services
City of San Jose
200 East Santa Clara Street, 12th Floor
San José, CA 95112
Tel: (408) 793-4344
Fax: (408) 971-2597**

These requirements are subject to amendment or waiver if so approved in writing by the Office of Risk Management.