



DATE: \_\_\_\_\_

TO: \_\_\_\_\_

License/DBA: \_\_\_\_\_

**The above License agreement cannot be executed until insurance requirements are met.**

1. Insurance Certificate: Insured must be the same name as shown on the License Agreement with the City and include the business name on the Insurance Certificate if different than Licensee name. See example, Attachment "A".
2. The City should be listed as: The City, its Council, officers, officials, agents, employees, and volunteers in the Certificate Holder box. This can go in the Description of Operations if there isn't enough room in the other box. See example, Attachment "A".
3. Commercial General Liability: \$1,000,000 (or \$2,000,000 for Parklets) per occurrence for bodily injury, personal injury, and property damage. If general aggregate limit applies, shall apply separately to the (Licensed Area): Check if project or location box checked, **or** must be double the per occurrence amount. (\$2,000,000 or \$4,000,000 for Parklets). *Section A(i)*.
4. General Liability policy must include these provisions (copies of the policy pages that apply) or provide endorsements - *Section A(i)*.
  - Additional Insured, including Completed Operations - example of endorsement/language - Attachment "B-1"
  - Primary Insurance, example of endorsement/language - Attachment "B-2"
  - Waiver of Transfer of Rights, example of endorsement/language - Attachment "B-3"
5. Workers' Compensation and Employer's Liability: Statutory minimum for worker's compensation and \$1,000,000 for employer's liability listed on the Certificate of Insurance. *Section A(ii)*.
  - Worker's Compensation insurance must include a waiver of subrogation in favor of the City - Attachment "B-4".
6. Property Insurance – Damage to the Licensee Property – Licensee's personal property. Amount varies, this is for Licensee protection as the City waives recovery of damages for personal property. List on certificate of insurance. *Section A(iii)*
7. The insurance certificate cannot be cancelled or changed except after (30) days' prior written notice has been given to the City per the Notices Provisions of the agreement. *Section C*.
8. All Insurances must be "Occurrence" based. If any of the policies are Claims Made policies a three-year tail period must apply. *Section D*.

If you have any questions, please call Economic Development at (650) 780-7204.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_