



Event/Permit Insurance Requirements

Please provide the District with a Certificate of Insurance AND Endorsement Form

Insurance Required:

Coverage Type	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence; \$2,000,000 aggregate

Other Requirements	Description
Additional Insured Endorsement (General and Auto, if required)	District must be named an additional insured on the standard industry form (ACORD form) AND on an endorsement form using the following language: "Midpeninsula Regional Open Space District, its officers, agents and employees are included as additional insured on all policies except Workers' Compensation" Endorsement must state that coverage is primary insurance. Insurance must cover on an occurrence basis, not on a claims-made basis.
NAIC Numbers	Insurers Affording Coverage should include the Insurer's NAIC numbers on the ACORD form.
Notice of Cancellation or Non-Renewal	Permitee agrees to oblige its insurance agent or broker and insurers to provide District with at least thirty days notice of cancellation (except for non-payment for which a ten day notice is required) or nonrenewal of coverage for each required coverage.

Certificates can be sent to the attention of:
 Leslie Wright, District Project Manager
 Email: permits@openspace.org
 FAX: 650-691-0485