



INSURANCE REQUIREMENTS FOR EVENTS HELD AT THE RANCHO CUCAMONGA EPICENTER



Special event activities require a **Certificate of Insurance** and an **Additional Insured Endorsement Form** naming the City of Rancho Cucamonga as additionally insured for the day of the activity/event. The text below needs to be included on your Certificate of Insurance and Additional Insured Endorsement Form. Please provide this information to your insurance carrier who will then issue to you the forms necessary for you to hold your activity/event at the Epicenter. Your insurance documents should be submitted a minimum of 5-working days prior to your event to: **Jennifer Camacho, Community Services Coordinator, City of Rancho Cucamonga, Community Services Department, P.O. Box 807, Rancho Cucamonga, CA 91729**. Copies of insurance documents may be faxed to the attention of Jennifer Camacho at (909) 477-2761 with hard copies to follow. Or your insurance carrier may e-mail the certificates to Jennifer.Camacho@cityofrc.us. Should you have any questions, please feel free to call the Community Services Department at (909) 477-2760, ext. 2214.

"The City of Rancho Cucamonga, members of its City Council, Boards and Commissioners, Officers, Agents, Employees and Volunteers are named as additional insured for
_____ (1)
for the period of _____ (2) _____."

- (1) The **name** of the activity. Example: "Project Skate Park" or "Rancho Cucamonga Home Show."
- (2) The **date/time** of the activity. Example: Saturday, September 21, 2009 from 12:01 a.m. until Sunday, September 22, 2009 12:01 a.m.

The following types of limits of insurance are required:

- ◆ **Comprehensive or commercial general liability insurance** to include the following coverages: premises/operations, products/completed operations (when applicable), contractual, personal injury, broad form property damage with limits not less than:
 - One Million Dollars (\$1,000,000) is required for most activities/events conducted at the Rancho Cucamonga Epicenter Complex.
 - Two Million Dollars (\$2,000,000) is required for activities/events occurring inside the Rancho Cucamonga Epicenter Stadium.
- ◆ **Workers Compensation Insurance and Employer's Liability Insurance**, as required by the Labor Code of the State of California and Employer's Liability limited on One Million Dollars (\$1,000,000) per accident.
- ◆ If requested by the City, **Comprehensive Automobile Liability Insurance** with limited of not less than One Million Dollars (\$1,000,000) each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operations.
- ◆ The City may require other insurance coverage deemed appropriate for the event.
- ◆ Applicant is referred to pages 3 – 5 of the Rental Contract for specific language pertaining to insurance requirements for rental of the Rancho Cucamonga Epicenter and Sports Complex.