

City Hall Events Qualified Vendor List
RFQ Attachment 4
Insurance Requirements

1. At Vendor's expense, Vendor shall maintain in force insurance as follows:
 - a. Worker's Compensation Insurance, including Employers' Liability with limits not less than \$1,000,000 each accident.
 - b. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for Contractual Liability, Personal Injury, Advertising Liability, Liquor Liability (if alcoholic beverages will be served), Independent Contractors, Broad Form Property Damage, Products Liability and Completed Operations.
 - c. Business Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for Owned, Non-owned and Hired automobiles, as applicable;
 - d. Waiver of Subrogation
2. Should any of the required insurance be provided under a claims-made form, Vendor shall maintain such coverage, and, without lapse, for one year beyond the expiration of its pre-qualified vendor status ("Status"), to the effect that, should occurrences during the Status term give rise to claims made after expiration of the Status, such claims shall be covered by such claims-made policies.
3. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such annual aggregate limit, such annual aggregate limit shall be not less than double the occurrence limits specified above.
4. Liability policies shall name as Additional Insureds: City and County of San Francisco, its officers, employees, agents and members of commissions.
5. ALL POLICIES SHALL PROVIDE THE FOLLOWING:
 - a. Thirty (30) days prior written notice to City of cancellation, intended non-renewal or reduction, by endorsement, of coverage or limits, mailed or faxed to the following address:

City Hall Events Office
City Hall, Room 495
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Phone: 415-554-6079
Fax: 415-554-7446
 - b. That such insurance is primary to any other insurance available to the Additional Insureds with respect to claims covered under the policy and that insurance applies separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limit of liability.
6. No later than two (2) weeks prior to the Event, the Licensee shall furnish to the City Certificates of Insurance, and Additional Insured Policy Endorsements, in format and with insurers acceptable to the City, evidencing all coverage above. Upon City's request, Licensee shall promptly furnish complete copies of policies.

Certificate Holder must read:

City and County of San Francisco, its Officers and Employees
City Hall Events, Room 495
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102