

Conejo Recreation & Park District

Insurance Certificate & Endorsement Requirements

For the Goebel Adult Center

Give this document to your (or your organization's) insurance agent.

Your **Certificate of Insurance and Endorsement** must be submitted to the Goebel Adult Community Center **10** working days prior to event.

- ✓ **Certificate of Liability Insurance and Additional Insured Endorsement for your event must contain the following clause:** "This insurance is primary and non contributory with any insurance carried by the certificate holder."
- ✓ **Certificate must include:**
 - Date of event or date range of coverage
 - Location of event.
 - Name of Organization/Group/Business
 - Must be on Occurrence Basis.
- ✓ **Additional Insured Endorsement/Certificate Holder section must read:**

City of Thousand Oaks, its directors, Officers, Agents and Employees.
2100 E Thousand Oaks Blvd Thousand Oaks, CA 91362
and
Conejo Recreation & Park District its directors, Officers, Agents and Employees.
403 W Hillcrest drive Thousand Oaks, CA 9162
- ✓ **Cancellation Clause must read as follows:** "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days' written notice to the certificate holder named to the left."
- ✓ **If this is a Company function**

Please include evidence of Worker's Compensation.
- ✓ **Minimum Liability Limits are \$1,000,000.**
 - \$2,000,000. General Aggregate
 - \$1,000,000. Per Occurrence
 - \$1,000,000. Products Completed-Operations
 - \$1,000,000. Personal & Advertising Injury
 - \$100,000. Fire Legal
 - \$5,000. Medical Expense

Complete and return to Goebel Center:

1385 East Janss Road, Thousand Oaks, CA 91362

Phone: (805) 381-2744 Fax: (805) 495- 5430 Email: gacc@crpd.org

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Certificates of insurance without additional insured endorsements do not protect the additionally insured (in this case; The City of Thousand Oaks and The Conejo Recreation and Park District).

An endorsement is required because, as noted on an insurance certificate:

“This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy.”

Certificates of Insurance are prepared and signed by an insurance agent, not the insurance company. In most instances they have no authority to bind the insurance company and in the event of a loss the insurance company will fight any reimbursement stating they never agreed to add us as additionally insured.

SAMPLE of “CG 20 26 11 85” Endorsement form

POLICY NUMBER

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED—DESIGNATED PERSON OR ORGANIZATIO

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Organizations

City of Thousand Oaks, it’s Directors, Officers, Agents and Employees

2100 E Thousand Oaks Blvd Thousand Oaks, CA 91362

and

Conejo Recreation & Park District, it’s Directors, Officers, Agents and Employees

403 W Hillcrest Drive Thousand Oaks, CA 91360

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented by you.