

# CERTIFICATE OF INSURANCE REQUIREMENTS CHECKLIST

**FAILURE TO PROVIDE INSURANCE IN COMPLIANCE WITH THESE REQUIREMENTS ARE A DEFAULT IN THE PROVISIONS OF YOUR AGREEMENT OR CONTRACT WITH THE CITY, AND WILL BE TREATED ACCORDINGLY. IT IS YOUR RESPONSIBILITY TO PROVIDE A COPY OF THIS INSTRUCTION SHEET TO YOUR INSURANCE AGENT**

**Commercial General Liability Insurance.** The policy shall protect the Salt Lake City Corporation, the Lessee, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Lessee's operations under the Agreement or Contract, whether performed by Lessee itself, any subcontractor, or anyone directly or indirectly employed by either of them.

1. **All Certificates of Insurance shall:**

- (a) Be original
- (b) Have an original or laser generated signature
- (c) Name Salt Lake City Corporation as an additional insured and certificate holder as follows:

Salt Lake City Corporation  
Real Estate Services  
PO Box 145460  
Salt Lake City, UT 84114-5460

- (d) Minimum insured amounts of \$2,000,000 general aggregate and \$1,000,000 per occurrence
- (e) If the Lessee is providing concession services involving alcoholic beverage distribution in connection with an event held on City property, the certificate shall include liquor liability (dram shop) coverage in the minimum amount of \$1,000,000.
- (f) All required certificates and policies shall provide that coverage thereunder shall not be canceled or modified without providing thirty **(30)** written notice to the City in a manner approved by the City Attorney's office.

2. **Endorsement Page:** The issuing insurance company **shall** provide to the City, a certificate of insurance **and** an original endorsement page. This endorsement page shall:

- (a) Reference the policy number to match the certificate of insurance.
- (b) Show Salt Lake City Corporation as an additional insured

3. **Insurance Companies:** All policies of insurance provided shall be issued by insurance companies licensed to do business in the State of Utah and shall be either:

- (a) Rated with an **A-** or better rating in the most current edition of ***A.M. Best's Key Rating Guide***  ***Property Casualty United States.***

OR

- (b) Listed in the *Federal Register*, "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds";

**ACORD forms are not mandatory as long as the above requirements are in a format acceptable to the City Attorney's Office.**