◆THIS COVER SHEET MUST BE PROVIDED WITH ALL INSURANCE DOCUMENTS◆

Facility Rental Permit

Cover Sheet

For

Evidencing Insurance to the City of Coral Gables

Legal Name of Permit Applicant (Individual or Company): _____

Insurance is being submitted for an ongoing rental permit (circle one): YES or NO
Insurance is being submitted for a one time rental permit (circle one): YES or NO
Will liquor be served at the City facility being rented (circle one): YES or NO

Without limiting PERMIT APPLICANT'S indemnification of the CITY, and during the term of this Agreement, PERMIT APPLICANT shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the CITY and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the CITY. Certificates or other evidence of coverage shall be delivered via email, fax or US mail to;

Certificate Holder should read:	**City of Coral Gables**
	Insurance Compliance
Email address:	**PO Box 12010 - CE**
cityofcoralgables@ebix.com	**Hemet, CA 92546-8010**

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Permit, and shall contain the express condition that the CITY is to be given written notice of at least thirty (30) days in advance of any cancellation, non-renewal or material change of any insurance policy.

Insurance Requirements

For

Companies

Companies are required to evidence the following Insurance to the City;

Insurance Coverage Type	Limit of Liability Required			
Commercial General Liability	Each Occurrence	$1,000,000	Aggregate	$2,000,000
Liquor Liability (required if liquor is served)	Each Occurrence	$1,000,000	Aggregate	$2,000,000

- All insurance policies evidenced to the City shall name the City of Coral Gables as an Additional Insured on a Primary and Non-contributory basis.
- All insurance policies evidenced to the City shall contain A Waiver of Subrogation Endorsement in favor of the City of Coral Gables.
- All insurance companies providing coverage must have an A.M. Best rating of at least (A-/VI) or an equivalent rating given by a recognized rating agency.

Companies evidencing insurance must provide the following documents to the City;

1. This Cover Sheet with all of the questions above answered.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured on a primary and non-contributory basis including a Waiver of Subrogation in favor of the City.
3. A copy of the Endorsements evidencing that Additional Insured status has been provided to the City and that this coverage has been provided on a Primary & Non-Contributory Basis.
4. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required.

Insurance Requirements

For

Individuals

Individuals are required to evidence the following Insurance to the City;

Insurance Coverage Type	Limit of Liability Required	
Personal Liability Insurance	Each Occurrence	$300,000

(including host liquor liability coverage is if liquor is served)

Individuals evidencing insurance must provide the following documents to the City;

1. This Cover Sheet with all of the questions above answered.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured.

If Applicant Does Not Have Insurance

Alternatively, Companies & Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the City @ www.ebi-ins.com/tulip.

The City of Coral Gables reserves the right to require additional types of insurance coverage or higher limits of liability for any event. This determination will be made by the Risk Management Division.

City of Coral Gables Insurance Compliance Contact Information
Phone: (951) 652-2883 • Fax: (770) 325-0417 • Email: cityofcoralgables@ebix.com