



## INSURANCE REQUIREMENTS FOR FACILITY/FIELD RENTALS & RECREATION PROGRAMS

<b>Type of insurance Required:</b>	General Liability
<b>Limits of Coverage:</b>	<b><i>Bodily Injury:</i></b> \$1,000,000 per occurrence / \$2,000,000 aggregate <b><i>Property Damage:</i></b> \$1,000,000 per occurrence <b><i>Personal Injury:</i></b> \$1,000,000 per occurrence
<b>Additional Insured Required:</b>	The City of Concord, its officers, officials, agents, employees and volunteers must be named as additionally insured on the policy. <b>A copy of the <i>Additional Insured Endorsement</i> must be provided along with the <i>Certificate of Insurance</i>.</b>
<b>Certificate Holder:</b>	The Certificate holder is: <b>City of Concord</b> <b>1950 Parkside Drive, Concord CA 94519</b>
<b>Primary Insurance:</b>	The coverage must be primary insurance as to the City of Concord. Companies issuing such policies shall be liable up to the total amount of liability without right of contribution from the City of Concord or its insurers.
<b>Description of Operations:</b>	The event information (i.e. facility description, date & type of event, expected attendance, etc)
<b>Cancellation Notice:</b>	The City requires a 30-day cancellation notice.

- Proof of insurance must be provided on an **original** certificate of insurance
- This document must be signed (a stamped signature will suffice)
- **The “Additional Insured Endorsement” must accompany the “Certificate of Insurance”**

Mail / Fax / Email **both** documents:

City of Concord – Centre Concord 1950 Parkside Drive MS/16, Concord, CA 94519  
Fax: 925-671-3324 or email [facilityrentals@cityofconcord.org](mailto:facilityrentals@cityofconcord.org) Attn: Facility Rentals

or Drop off **both** documents:

City of Concord – Centre Concord, 5298 Clayton Rd. Concord, CA 94521  
Fax: 925-671-3324 or email [facilityrentals@cityofconcord.org](mailto:facilityrentals@cityofconcord.org) Attn: Facility Rentals

***If you have additional questions regarding insurance requirements please call:***

**Facility Rentals (925) 671-3324 or City Attorney’s Office (925) 671-3160**