

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
  - e.
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. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees 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.

City Hall Events Qualified Vendor List  
RFQ Attachment 4  
Insurance Requirements

7. If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.
  
8. 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
  
9. Waiver of Subrogation.  
Vendor hereby waives any and every claim which arises or may arise in its favor and against the City and County of San Francisco during the term of this License or any extension or renewal hereof for any and all loss, or damage covered by valid and collectible insurance policies to the extent that such loss or damage is covered under such insurance policies. Such waiver shall be in addition to, and not in derogation of, any other waiver or release contained in this License with respect to any loss or damage to property of Licensee. Inasmuch as the waiver will preclude the assignment of any aforesaid claim by way of subrogation or otherwise to an insurance company or any other person, Licensee is advised to give to each insurance company written notice of the terms of such waiver, and to have insurance policies properly endorsed if necessary.