

INSURANCE REQUIREMENTS

Insurance documents should be emailed to: FilmPhotoPermits@ebparks.org

For Film & Commercial Photo Shoot Permits, it is recommended you obtain pre-approval for the shoot before submitting your insurance in case your shoot request is denied.

For new Annual Photo Permits, you may submit your insurance at the time of the permit application.

For current Annual Photo Permits, insurance must be kept current for the permit to remain valid.

For Student Film & Photo Permits, your school should provide the required insurance with your name and shoot dates on the COI. Otherwise, you must provide your own insurance that meets these requirements.

ALL PERMITS REQUIRE THE FOLLOWING INSURANCE:

<p><u>Certificate Holder & Mailing Address:</u> East Bay Regional Park District Risk Management 2950 Peralta Oaks Court Oakland, CA 94605</p>	<p><u>Additional Insured & Primary Insurance Language (under Description of Operations):</u> The East Bay Regional Park District, its officers, employees, and agents are named as an additional insured with respect to liability arising out of (filming or photography activities). This insurance shall be Primary.</p>	
<p>NOTE: It is suggested that "All Locations" or "As per Written Agreement" be listed on the insurance certificate and endorsement instead of job specific certificates to facilitate the insurance approval on future jobs.</p>		
Insurance Coverage	Required	Accepted or Waived
A. General Liability Insurance – COI (bodily injury and property damage) on an occurrence basis in an amount not less than \$1 million per occurrence and at least \$2 million in the aggregate .	Yes	
B. General Liability – Additional Insured Endorsement (separate stand-alone endorsement required and not substituted by referring to such coverage on COI)	Yes, as a separate endorsement	
C. General Liability – Primary Insurance Endorsement (separate stand-alone endorsement required and not substituted by referring to such coverage on COI)	Yes, as a separate endorsement	
D. Auto Liability Insurance – COI (bodily injury and property damage) in an amount not less than \$1 million per occurrence extending to owned, non-owned, and hired vehicles.	Required if special vehicle access is approved	
E. Auto Liability – Additional Insured Endorsement (separate stand-alone endorsement required and not substituted by referring to such coverage on COI)	Required as a separate endorsement if special vehicle access is approved	
F. Workers' Compensation Insurance – COI (as required by law and Employer's Liability with limits of \$500,000 per occurrence) <i>Note: If Workers' Comp is provided by a payroll company, the COI should state the relationship to the permit holder and name EBRPD as the certificate holder or as an additional insured.</i>	Required if using employees	
G. Workers' Compensation – Waiver of Subrogation Endorsement in favor of the Park District (separate stand-alone endorsement required and not substituted by referring to such coverage on COI)	Required as a separate endorsement if using employees	

INSURANCE ENDORSEMENTS SAMPLE



SAMPLE OF SEPARATE, STAND-ALONE GENERAL LIABILITY ADDITIONAL INSURED AND PRIMARY INSURANCE ENDORSEMENT

Policy Number: XXXXXXXXX

Named Insured: Your Name and Company.

COMMERCIAL GENERAL LIABILITY
CG XXXXX

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**



Name of Additional Insured Person(s) Or Organization(s)
East Bay Regional Park District
Risk Management
2950 Peralta Oaks Court
Oakland, CA 94605

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations)

Section II – **Who Is an Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you

If you are obligated, pursuant to a written contract or agreement, to provide the person or organization described in the Schedule (that is also included in the Who Is an Insured section of this contract) with primary insurance such as is afforded by this policy, then **this insurance is primary** and we will not seek contribution from insurance available to such person or organization.

