



Notice of Conditions

You must provide the City with the proper insurance and endorsements **30 DAYS PRIOR** to the start of your event/program. The policy shall be subject to approval by the City of Walnut Creek.

If you are unable to obtain this insurance, the City's Risk Management Office, through HUB International of California, may be able to provide you with a quote for coverage. Please contact Risk Management at 925-943-5899 x 2177.

Failure to provide insurance 30 days prior will result in the cancellation of your event/program, or the applicable premium fees for insurance through HUB International will be held out of your proceeds.

As a condition of use of City of Walnut Creek facilities or City programs, your organization must provide at your sole expense, each of the following items as indicated:

(X) Proof of insurance comprised of certificate of insurance and original endorsements of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage must include:

1. Name the City of Walnut Creek, its officials, officers, directors, employee, agents and volunteers as additional insured against liability for injury to persons, damage to property, or for the death of a person or persons, arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all exclusions pertinent to your event/program must be disclosed in the endorsement and failure to do so will not necessary insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be PRIMARY insurance with respect to the additional insured named above. Any other insurance available to the City of Walnut Creek, its officials, officers, directors, employees, agents and volunteers shall be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list THE FOLLOWING:

“The City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers are additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

This insurance is primary with respect to the additional insured. Any other insurance available to the City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing.”

6. Workers' Compensation insurance and limits as required by the Labor Code of the State of California.

Worker’s Compensation. The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, against, employees and volunteers for losses arising from work performed by the Sub-recipient.

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

Your Use Permit/Program will not be approved until the proper endorsements are received.

If you are not able to obtain this insurance, the City’s Risk Management Office, through HUB International of California, may be able to provide you with a quote for this coverage.

You must provide the City with the endorsement 30 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Walnut Creek as to form and as to insurance company.

Federal civil right’s law requires that equal access to facilities and programs be afforded to people with disabilities. This law is applicable to the City of Walnut Creek and carries over to any program or activity using city facilities. The law is applicable to your organization’s programs and activities that make use of city facilities. Therefore, a condition of use of City of Walnut Creek facilities is that your organization shall endeavor to reasonably accommodate all requests for accommodation by individuals with disabilities who wish to participate in any program or activity organized or sponsored by your organization and that uses City facilities. Before rejecting a request for accommodation or finding such a request is not reasonable, your organization must notify the City.

Please sign and return this original Notice of conditions to indicate your receipt and understanding of the conditions listed above.

Signature of Designated Official

Date

Title

Organization Name

If you have any questions, please contract the City’s Risk Management Office at (925) 943-5899 x 2177