

The City of Tustin requires a Certificate of Liability Insurance in the amount of one (1) million dollars naming the City of Tustin as Additional Insured.

A two (2) million dollar limit is also available upon request and/or need.

**IF YOU ALREADY HAVE AN INSURANCE BROKER, PLEASE SUBMIT THE FOLLOWING:**

**1 Certificate of Insurance**

The certificate holder must precisely read:

"The City of Tustin, Its Elective & Appointive Boards, Officers, Agents and Employees, 300 Centennial Way, Tustin, CA 92780"

If your Certificate of Liability Insurance is not worded correctly, you are responsible for contacting your insurance agent.

**Additional Requirements**

- 2 Additional Insured Endorsement
- 3 Primary & Non-Contributory Endorsement
- 4 30-Day Cancellation Endorsement

Please note these are three (3) separate documents and are not included in the Certificate.

Each endorsement must list the policy number.

**SAMPLES OF REQUIRED DOCUMENTS:**

**1 ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/YY)

INSURER A: NAICA  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

COVERAGES

LINE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRES DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPOF AGG \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (PER PERSON) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AUTO ONLY AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$ Deductible \$ Retention \$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				WC Statutory Limits \$ SOW \$ EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

CERTIFICATE HOLDER: THE CITY OF TUSTIN, ITS ELECTIVE & APPOINTIVE BOARDS, OFFICERS, AGENTS AND EMPLOYEES, 300 CENTENNIAL WAY, TUSTIN, CA 92780

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor to MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVE.

AUTHORIZED REPRESENTATIVE:

**2**

POLICY NUMBER: Copyright, Insurance Services Office, Inc., 1984 COMMERCIAL GENERAL LIABILITY

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.

Name of Person or Organization: SCHEDULE

The City of Tustin, Its Elective & Appointed Boards, Officers, Agents and Employees  
300 Centennial Way, Tustin, CA 92780

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your work for that insured by or for you.

Modifications:

- The insured scheduled above includes the insured's elected or appointed officers, officials, employees and volunteers.
- This insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled, underlying primary coverage. In either event, any other insurance maintained by the insured scheduled above shall be in excess of this insurance. This shall not be called upon to contribute with it.
- The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Entity.

**3**

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY  
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY - OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the Other Insurance Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance  
This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under any policy. Provided that:  
(1) The additional insured is a named insured under such other insurance.

THE CITY OF TUSTIN, ITS ELECTIVE & APPOINTIVE BOARDS, OFFICERS, AGENTS AND EMPLOYEES, 300 CENTENNIAL WAY, TUSTIN, CA 92780

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**4**

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY COVERAGE PART

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**NOTICE OF CANCELLATION BY US TO THIRD PARTY ENDORSEMENT**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

30 days before the effective date of cancellation by us we will mail or deliver notice to:

Name: The City of Tustin, Its Elective & Appointive Boards, Officers, Agents  
Address: 300 Centennial Way  
Tustin, CA 92780

The following condition is added to the policy:

Notice of Cancellation by Us to Third Party

- If we cancel this policy for any reason other than non-payment of premium, notice of cancellation of not less than the number of days shown in the Schedule will be mailed or delivered to the third party identified in the Schedule.
- We will mail or deliver our notice to the third party at the address shown in the Schedule.
- If notice is mailed, proof of mailing will be sufficient proof of notice.
- We will not notify the third party if cancellation is at your request.
- We will not notify the third party in the event of non-renewal.
- Our failure to notify the third party does not invalidate cancellation as respects you.

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**Looking for coverage?**

Obtain a free quote at the Sparta website [http://2sparta.com/selip\\_application.php](http://2sparta.com/selip_application.php) or contact them at: (800) 420-0555 / (415) 986-3999 / Email: SPARTA@imwis.com

For a fee of \$100.00, Tustin Parks and Recreation Staff can purchase the insurance on your behalf.

**For more information or questions, please contact Tustin Parks and Recreation.**