



Martinez Recreation Services

525 Henrietta St., Martinez, CA 94553

Date: January 4, 2019

Re: Insurance Requirements

Martinez Facility User Group:

Last year we had a number of problems getting certificates of insurance with the proper endorsement. Here are the insurance requirements that must be met for your organization to use City fields or facilities.

Please **provide** a proof of insurance comprised of **a certificate of insurance and original endorsements of general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:

1. Name the City of Martinez, its officials, officers, directors, employees, agents and volunteers as additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising for resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability general coverage, auto liability and Workmen's' Compensation for any claims arising out of attendance and/or participation in your event. You are advised that any and all exclusions pertaining to athletic or recreational events must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability claims made as a result of the use of the facilities and your event.
3. Be the PRIMARY insurance with respect to the additional insured named above. Any other insurance available to the City of Martinez, its officials, officers

The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage.

If you have any questions concerning this insurance requirement, please give me a call at 925-372-3510. You may also contact Erwin Chang, General Liability at Municipal Pooling Authority.

Sincerely,

Kara Galindo
Recreation Supervisor

NOTICE OF CONDITIONS FOR USE OF FACILITIES/FIELDS

As a condition of use of City of Martinez fields/facilities, your organization must provide, at your sole expense, each of the following items as indicated:

A Proof of insurance comprised of **a certificate of insurance and original endorsements of general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:

1. Name the City of Martinez, its officials, officers, directors employees, agents and volunteers as additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising for resulting from any act or omission on the part of your organization, its agents or employees.
2. Include general liability, auto liability and Workers' Compensation coverage for any claims arising out of the attendance and/or participation in your event. You are advised that any and all exclusions pertaining to athletic or recreational events must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability claims made as a result of the use of the facilities and your event.
3. Be the PRIMARY insurance with respect to the additional insured named above. Any other insurance available to the City of Martinez, its officials, officers

Any deductible or self-insured retentions 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.

The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage.

You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements effecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. **The City of Martinez will not accept a Certificate of Insurance alone as proof of coverage.**

If you have any questions concerning this insurance requirement, please give me a call at 925-372-3510. You may also contact Erwin Chang, General Liability Manager at Municipal Pool Authority, 925-943-1100.

HOLD HARMLESS AND INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

_____, as a condition of use of City of Martinez fields/facilities on the date(s) of _____, hereby agree to, and shall defend, indemnify, and hold harmless the City of Martinez, its officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly arising from usage of activities for which Use Permits are granted.

_____ will take full responsibility for seeing that use of City fields/facilities is in full adherence and compliance with all applicable City rules and conditions, and the requirements of State Law.

On the date (s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, _____ will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do

business in California, that will insure _____, and the City of Martinez as an additional insured, against liability for injury to person or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of Martinez as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 combined single limit.

Signature of Designated Official Date

Title

The original endorsement must specifically list the following:

You are strongly urged to show this letter (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 will not be issued until the proper endorsements are received.

If you are not able to obtain this insurance, the City, through Diversified Risk Insurance Brokers, may be able to provide you with a quote for this coverage.

() A signed copy of the attached hold harmless and Insurance Agreement.

() Please sign and return one copy of this letter indicate your receipt and understanding of each of the conditions listed above.

() Please sign and return one copy of this letter to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official _____ Date _____

Title

Organization's Name

Return to : Kara Galindo, City of Martinez, 525 Henrietta St, Martinez 94553