



# Special Event Application

To apply for a special event permit, you must complete this application fully and certify that you have read and will comply with the attached special events "terms and conditions". This application, including the signed terms and conditions and all other required materials must be returned with a \$700 refundable deposit fee. Applications must be submitted no less than 60 days in advance of any proposed special event. applications submitted less than 60-days prior to event may be denied or will incur a \$50 application filing fee to expedite the permit process. **Organizations must allow up to 4 weeks for application to be processed. Applications received 7 days or less before an event is subject to a \$100 rush application fee.**

## Applicant Information

Organization  Organizer Name

Non-profit\* Yes  No

\*All non-profits must provide a valid copy of 501c3

Address

City/State/Zip

Phone  Website

Email

## Event Details

Event Name  Event Date

Type of Event

Event Location  Event Start Time

Number of Participants  Event End Time

Total Anticipated Attendance

\*If attendance changes, you're required to notify our Main Office **immediately**.

**Please provide a detailed description of your event & areas of use. If you have a layout, please attach.**



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Is this event open to the public? Yes  No   
Will there be fenced areas? Yes  No

If YES, please describe.

Will you be charging fees to participants or vendors? Yes  No

If YES, how much will you be charging each?

## **Marketing and Advertisements**

\*All advertising must begin after event has been approved\* See section 4

Will this event be advertised to the public through social media? Yes  No

If YES, please fill out the following that apply:

Instagram:

Facebook:

TikTok:

Other:

(Will you be boosting any social media ads? Date Advertising will begin \_\_/\_\_/\_\_)

If YES, please explain.

Do you plan to use radio or TV advertisements? Yes  No



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If YES, please describe all advertisements and list all radio and TV channels

Please list any other methods of advertising (i.e. banners, signs, flyers, etc.):

## **Amplified Sound and Entertainment**

Will there be amplified sound? Yes  No

\*Some parks have amplified sound restrictions. Please check with staff.

If YES, please describe your plan, including music and entertainment.

Police sound permit. Yes  No

DJ  MC/Host   
Live Band

What type of entertainment will be provided. please check all that apply. Performer(s)  Other

Will there be a bounce house? Yes  No

## **Please note**

Greater Vallejo Recreation District requires all parties with inflatable jump houses to have a bounce house permit issued by the District. Bounce house must be reserved through an authorized GVRD vendor. (GVRD staff will supply a list of vendors). The District has the right to determine the type of bounce house/inflatable, the size, and the location in which the bounce house/inflatable is placed.



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## Alcohol Management

Are you requesting permission and planning to serve or sell alcohol at your event

Yes  No

If YES, which (check all that apply).

Wine

Beer  Liquor

To serve or sell alcohol a valid ABC License or a caterer who is licensed to serve alcohol is required. Will you be providing this, or will you have a licensed caterer?

You

Caterer

Who will serve alcohol? (professional bartenders, volunteers, etc.) please note: if alcohol is being sold a professional bartender is required.

If alcohol will be served, please provide your alcohol plan (how will IDs be checked, how will it be handled, etc.)

## Vendors

Will there be any vendors or contractors operating a booth, shop. or mobile unit during this special event?

Yes  No

What kind of vendors will be there (check all that apply)?

Food truck (County Permit)

Face painting

Food vendor booth

Artist

Retail vendor booth

Information booth

Other: \_\_\_\_\_

Non-profit booth



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Please list how many of each vendor and the anticipated location (provide site map):

Will any of the food vendors or trucks be cooking or heating food on-site?

Yes

No

If YES, how many?

(A County Health Permit is required for all food vendors)

## Garbage & Restrooms

Organizers of special events are required to have garbage and recycling material collection service provided by a franchised hauler or third-party recycler during the entirety of the event. GVRD defines a special event as an organized assembly of more than fifty (50) persons who occupy all or any portion of a public street, sidewalk, alley, or park for a period of more than thirty (30) minutes. \*Please note that events under 75 people may be able to use Trash Collection at the Park but would be required to provide their own Recycling Collection if food is served

Check the option you will be using for the following:

### **Trash Collection:**

Franchise hauler

Trash cans

Third party recycler

### **Recycling Collection:**

Third party recycler

Franchise hauler

Recycling Cans



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Restrooms are required at 1 stall for every 50 people. Some sites have on-site restrooms, and these will be factored into what is needed. Will you need to provide additional portable toilets?

Yes  No

If YES, what vendor will you be renting them from and when will they be delivered and picked up?

## Security, Volunteers, & Parking Management

Will you be hiring a security company for this event?

Yes  No

Will there be event staff?

Yes  No

Do you need GVRD staff?

Yes  No

Please describe your plans for crowd control & security.

If YES, please list security company name, contact person, and phone number below:

Do you plan on utilizing volunteers?

Yes  No



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If YES, in what capacity? All volunteers must be registered and sign-in for the event.

Please describe your parking plan (where will they park, signage, etc.):

Attach maps, if necessary. Please note parking is not allowed on landscaped or turf areas *(Any damages caused by organizer will be deducted from the deposit)*

## **Pre-payment Parking Fee:**

If an event organizer would like to pay for their guest's park entry fee ahead of time they may do so. The parking fee\* is \$6 per vehicle for residents and \$8 for non-residents. Parking passes are purchased in sets of ten. Once passes and fee are paid organizer may pick up their passes at the front office. Passes are to be displayed on the guest's dash to gain entry to the park *(parking fee is subject to change.)*

Yes, I agree to pay the \$30 setup fee and the per vehicle fee. Yes  No

No, my guests will pay the car entry fee as they enter the park on their own.

Yes  No

## **Layout Map**

A layout (site plan) map of your event is required to be submitted with this application. Please include the following locations on the map (as applicable).

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Event perimeter | <input type="checkbox"/> Fencing        | <input type="checkbox"/> Food service/concessions |
| <input type="checkbox"/> Site map        | <input type="checkbox"/> Tents/canopies | <input type="checkbox"/> Portable Restrooms       |
| <input type="checkbox"/> Parking         | <input type="checkbox"/> Trash          | <input type="checkbox"/> Recycling                |



# Special Event Application

## Terms and Conditions

### 1. Special Event Filing & Permit Approval

Initial: \_\_\_\_\_

Once application is submitted there will be a temporary hold on the requested special event date, time, and venue.

- A. The submission of a deposit should not be construed as approval or a confirmation of a special event date, time or venue.
- B. Event organizers should not assume special events are approved based on the previous year's event approval.
- C. All special event organizers are required to complete the special event process for each event date, time and venue.
- D. Special events must not be advertised to the public prior to the final approval of the special event. Any advertisement prior to final
- E. Prompt communication is required for the duration of planning and executing the event. If there is a lack of communication of more than three weeks this could result in termination or denial of event application. The primary form of communication will be through email. Please add our email address to your safe sender list to ensure emails are received.

### 2. Walk-Through

Initial: \_\_\_\_\_

- A. A walk-through with Parks staff is required for all special events
- B. All walk-throughs must at least 30 days prior to event date
- C. Walk-throughs are scheduled through the Admin staff that manages the special event applications.

### 3. Insurance Requirements

Initial: \_\_\_\_\_

All Groups using GVRD parks must have the following:

- A. Certificate of Liability Insurance
- B. Additionally Insured Endorsement, form CG 20 26 12 19
- C. Primary and Noncontributory, form 20 01 04 13
- D. GVRD must be named as a certificate holder (**See Appendix on pg. 13**)

### 4. Fees

Initial: \_\_\_\_\_

All special event fees must be paid in full two weeks prior to the special event date.

- A. Park Rental Fees
  - i. All organized groups gathering in the parks for an event will be charged a park rental fee for assembling on park's property.
- B. Parking Fees
  - i. Parking fees are required at Blue Rock Springs and Dan Foley for the months of March through October (this policy may change at any time).
  - ii. Special event participants, volunteers, staff and spectators are required to pay parking fees upon entering Blue Rock Springs or Dan Foley in a vehicle during the months of March through October. This fee is \$6/R and \$8/NR per vehicle. Parking fee subject to change.
  - iii. Special event permittees can purchase pre-payment parking passes for parking fees prior to the event date. All passes must be purchased at least two weeks prior to event date.
  - iv. The general manager shall have the authority to add a surcharge to the vehicle-parking fee for special events to offset costs associated with added maintenance and preparation.
- C. **Bounce House fee of \$35** is required for the use of bounce house on the property
  - i. All bounce houses must be rented from a GVRD approved vendor.





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A deposit fee of \$700 is due at least two weeks prior to event. This fee is refundable upon staff approval post-event

## D. Fee Payments

- i. All payments must be made in US funds by means of cash, check, money order or credit card.
- ii. Checks must be made payable to the Greater Vallejo Recreation District.
- iii. All fees must be paid in full at least two weeks prior to the event date and no postdated checks will be accepted.
- iv. Some fees may be waived for GVRD co-sponsored events approval required by GM.

## E. Fee Changes

- i. Fees are reviewed and revised annually by the GVRD Board of Directors. Fee changes may become effective prior to your use of the park. Any newly adopted fee schedule will become effective each year on July 1<sup>st</sup>.

## 5. Advertising

Initial: \_\_\_\_\_

- A. Special events must not be advertised prior to the final approval of the special event
- B. If event is advertised prior to final approval, it may be grounds for denial, cancellation, or fine.

## 6. Music/Public Address Systems

Initial: \_\_\_\_\_

- A. Music and public address systems may be used during special events depending on the site.
- B. Greater Vallejo Recreation District does not provide electricity.

## 7. Sales of Goods, Services, & Food

Initial: \_\_\_\_\_

The selling or offering for sale any goods, services, liquids or edibles is prohibited without the proper approvals.

- A. All state and local regulations must be met before such sales are allowed.
- B. All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- C. Glass containers are prohibited at all special events.
- D. All grease and oils from cooking must be removed from park by the event. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.
- E. No food, liquid, ice, or any other substance may be dumped on park grounds.

## 8. Alcoholic Beverages

Initial: \_\_\_\_\_

Beer and wine may be allowed with valid alcohol permit Alcohol permits are purchased through GVRD. **Cost of permit is \$35.00.**

- A. Alcoholic Beverages shall not be sold at any special event without a valid ABC license on file with GVRD. A valid ABC. license must be presented 14 days prior to the scheduled event date.
- B. Sales shall normally be limited to an enclosed "beer garden" area. sales with drinking permitted within larger event venues shall be at the discretion of the park's director.
- C. Alcoholic beverages are **prohibited** in any type of glass container.



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## 9. Natural & Cultural Resource Protection

Initial: \_\_\_\_\_

Special events must not negatively impact the park's cultural and natural resources. Environmental reviews may be required for some special events. No person shall willfully injure or destroy any cultural or natural resource.

## 10. Portable Restrooms

Initial: \_\_\_\_\_

Depending on the size of the event and the availability of park restrooms, special events may be required to provide portable restrooms.

- A. During the application process the special event staff will review the impact to the park's restroom facilities. Larger special events will be required to provide portable toilets to be placed in the park for the event.
- B. There must be a cleaning and supply plan for permanent restrooms. Event organizer may contract with GVRD to provide this service at a cost.
- C. Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability.
- D. Organizer must work with Parks staff for the placement of the portable restrooms.
- E. Portable restrooms cannot block vehicle access; emergency response vehicles, park vehicles, and vehicles associated with special event
- F. The ratio of users per portable toilet is 100 to 1. The use of portable toilets must meet the district's accessibility standards, by providing at least 1 ADA unit.
- G. Portable restrooms must be removed the next business day after the event. If parks assistance is required, the cost of removing restrooms will be charged to the special event permittee.

## 11. Dumpsters

Initial: \_\_\_\_\_

A dumpster may be required, at the event permittee's cost, when the projected special event total attendance exceeds 500 people.

- A. Organizer must work with Parks staff for placement of dumpster(s).
- B. Dumpster(s) can be placed in parking lots or offsite areas.
- C. Dumpster(s) cannot block vehicle access; emergency response vehicles, park vehicles, and vehicles associated with special event.
- D. Dumpster(s) must be removed the next business day after the event. If parks assistance is required, the cost of removing dumpsters will be charged to the special event permittee.
- E. It is the responsibility of the event organizer to provide enough garbage, recycling, and organic material containers for their event GVRD does not provide commercial waste or recycling services. Event Organizers must contract with Recology for all waste services.
- F. When holding an event, please ensure the following solid waste management guidelines are considered:



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- i. Each container must be clearly labeled and identified, with signage that displays what types of materials are accepted in each container.
- ii. the event organizer must ensure that all recyclable material and organic material are delivered to a recycling facility, and not to a landfill.

## 12. Site Preparation

Initial: \_\_\_\_\_

A. Event organizers can request extra time for a fee to prepare special event locations. early site preparations and time must be coordinated through the special event staff during the filing process.

## 13. Layout

- A. Event organizers must submit a special event layout map with the initial application.
- B. If any changes are made a new layout map must be submitted at least sixty (30) days prior to the event.
- C. The layout map will detail: emergency response routes, the special event course, parking, fencing, food service, concessions, tents, canopies, portable restrooms, dumpsters, and any other equipment or structures used during the event.

## 14. Security

- A. Event organizers are responsible for the overnight security of the equipment and event structures.
- B. If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.

*I, the undersigned representative, am duly authorized by the organization to submit this application on its behalf and understand that, with the exception of credit card information, the information contained in this application will be available as a public record. The information contained herein is complete and accurate.*

Applicant Name   
(printed)

Date

Applicant   
Signature



After processing application payment information is destroyed by the Department.

Amount Due: \$500 (Refundable Deposit)	Payment Method (Check all that apply)	GVRD Approval Signatures
Cash	<input type="checkbox"/> Check/Money Order # _____	Admin Support: _____ Date: _____ Landscape Supervisor: _____ Date: _____
Mastercard    Visa	Card#: _____	Recreation Services Director: _____ Date: _____
Authorized Signature: _____	Verification code (last 3 digits): _____	Parks & Facilities Director _____ Date: _____
Date: _____	Expiration Date: _____	General Manager: _____ Date: _____

# Special Event Application



## INSURANCE REQUIREMENTS FOR SPECIAL COMMUNITY EVENTS

A current **Certificate of Liability Insurance** and **Additional Insured Endorsement** must be received by the Recreation & Park District at least ten (10) business days prior to the first permit date.

- **Certificate of Liability Insurance** acceptable Form is CG 00 01
  - o Must include:
    - Name of individual or business insured
    - Certificates of Liability Insurance must be for an Occurrence Policy (not Claims-Made).
    - “Athletic participant” must be checked (this may not be on all Certificates of Liability Insurance’s, but we do require it).
    - Policy number (must match all documents)
    - Effective dates of coverage (must be current)
    - Permit Location
    - \$2,000,000 Per Occurrence
    - \$4,000,000 General Aggregate
    - \$1,000,000 Personal & Advertising Injury
    - \$1,000,000 Products Completed-Operations
    - \$1,000,000 Sexual Abuse and Molestation (if the work will include contact with minors)
    - \$1,000,000 Automotive (if work uses autos)
    - Umbrella or Excess Liability Insurance is acceptable to fulfill the required liability limit
    - If someone has Employees, they must have Workers’ Compensation
      - And must have a **Waiver of Subrogation/Waiver of Transfer of Rights of Recovery Against Others to Us** for employee injury/illness (sample attached)
    - In OTHER (secondary) Excess Accident Medical box shall have the Limit of \$100,000 and Deductible as \$500 (this may not be on all Certificates of Liability Insurance’s, but we do require it).
    - In Description Box it must state clearly the entire facility covered in the policy
    - Certificate Holder section must read:
      - Greater Vallejo Recreation District. Its Directors, Officers, Agents, Volunteers, and Employees 395 Amador St. Vallejo CA 94590
    - Cancellation Clause must read as follows: “Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days’ written notice to the certificate holder named to the left.”
- An **Additional Insured Endorsement** is **required** because Certificates of Liability Insurance alone do not protect the additional insured. As noted on the certificate: “This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy.”
  - o Acceptable documentation:



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- CG 20 26 12 19 (sample attached) - 12 19 is required
- Additionally insured Lease Endorsement
- o Policy Number must match the policy number of the Certificate of Liability Insurance
- o Name of Additional Insured must read:
  - **Greater Vallejo Recreation District. Its Directors, Officers, Agents, Volunteers, and Employees 395 Amador St. Vallejo CA 94590**
- Primary and noncontributory** form 20 01 04 13.
  - o Policy Number must match the policy number of the Certificate of Liability Insurance
  - o Insurance provided must be Primary and Noncontributory and include the endorsement above.
- Sexual Abuse or Molestation (SAM) Liability**: If the work will include contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.
- Alcohol Liability** – For Special Event Applications ONLY/ Not for Sports Facilities
  - o If you intend to serve Alcohol at your event you must have “Host Alcohol Liability”
  - o If you intend to sell Alcohol at your event you must have “Retail Alcohol Liability”
- No blanket endorsements will be accepted.
- It is the responsibility of the permittee to provide an updated Certificate of Liability Insurance and Additional Insured Endorsement prior to the policy expiration date to ensure there is no lapse in coverage. Permittees will not be granted access to the facility until a new policy is on-file.

COMMERCIAL GENERAL LIABILITY  
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

Needs to be  
this form #

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 your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

# Special Event Application

# SAMPLES OF INSURANCE REQUIREMENTS



INTEGRATED INSURANCE & FINANCIAL SERVICES

## Certificate of Liability Insurance (Annotated Form)

**2** This notice confirms the provisions of the California Insurance Code, §384. Other states have similar provisions. It states that the policy, not the certificate governs coverage.

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

**1** This block identifies the Agent or Broker.

**3** The insurer will be identified here. The insurer letter appears again near the left margin at **3** to show which insurer provides which coverage.

**4** This notice again states that the policy supersedes the certificate form.

**5** This notice again states that the policy supersedes the certificate form.

**6** The policy number should correspond to the policy affording the coverages of this row.

**7** These sections show the type of coverage provided through the agent or broker identified in **1** above. If the insured uses more than one broker, this certificate will not identify all existing.

**8** These two columns show inception and expiration dates for policies identified. Pay special attention that coverage does not expire before or during your project or lease.

**9** This column identifies limits per occurrence and aggregate for each type of coverage afforded. Pay special attention to low aggregate limits for public works-type contractors. Losses on other jobs may reduce your coverage.

**10** This section will usually be used to restrict coverage to a specific job or lease. Watch for restrictions that would omit the coverage required by your specifications.

**11** Certificate holder is your entity.

**12** Cancellation provisions

**13** The authorized representative of the insurer should be an employee, unless the agent or broker is specifically authorized to sign on behalf of the company.

ACORD 25 (2016/03) The ACORD no. If rights reserved.

COVERAGE	CERTIFICATE NUMBER	INCEPTION DATE	EXPIRATION DATE	LIMITS
COMMERCIAL GENERAL LIABILITY				
CLAIMS-MADE				
OCUR				
GEN'L AGGREGATE LIMIT APPLIES FOR:				
POLICY				
LOC				
OTHER				
AUTOMOBILE LIABILITY				
ANY AUTO				
OWNED				
AUTOS ONLY				
HIRED				
AUTOS ONLY				
SCHEDULED				
RENTOWNED				
AUTOS ONLY				
UMBRELLA LIAB				
EXCESS LIAB				
OCUR				
CLAIMS-MADE				
EMPLOYEE COMPENSATION AND EMPLOYER'S LIABILITY				
ANY EMPLOYEES TO PARTICIPATE IN RECREATIVE ACTIVITIES (MANDATORY IN WA)				
IF YES, DESCRIBE UNDER DESCRIPTION OF OPERATIONS BELOW				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 251, Additional Remarks Schedule, may be attached if...)				
CANCELLATION				
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
AUTHORIZED REPRESENTATIVE				



# Special Event Application

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>ATHLETIC PARTICIPANT</b> <input type="checkbox"/> LEGAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			WSL 000 001	1/1/2019	12/31/2019	EACH OCCURANCE \$ 1,000,000 DAMAGE TO RENTED PREMISES/EA OCCURANCE \$ 300,000 MED EXP (ANY ONE PERSON) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS COMPO/OP AGG \$ 3,000,000 \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTO						COMBINED SINGLE LIMIT(EA ACCIDENT) \$ BODILY INJURY(PER PERSON) \$ BODILY INJURY(PER ACCIDENT) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$						EACH OCCURANCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> YES/NO (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATION BELOW	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE-EA EMPLOYEE \$ EL DISEASE-POLICY LIMIT \$
B	<input checked="" type="checkbox"/> <b>OTHER (secondary)</b> <input checked="" type="checkbox"/> Excess Accident Medical			WSA 000003	1/1/2019	12/31/2019	Limit: \$100,000 Deductible : \$500

Need to be the same policy # as on the COI.

**POLICY NUMBER:** CG 20 26 12 19

**COMMERCIAL GENERAL LIABILITY**

**CG 20 26 12 19**

**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):

GVRD must be named here

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

Needs to be this number

**A. 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:

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

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- Required by the contract or agreement; or
- Available under the applicable limits of insurance; whichever is less.

This endorsement shall not increase the applicable limits of insurance.

CG 20 26 12 19