



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### INSURANCE CERTIFICATE AND ENDORSEMENT REQUIREMENTS

Pleasant Valley Recreation & Park District (PVRPD) requires a **Certificate of Insurance (COI)** for your event naming PVRPD as additionally insured. The COI must be received by the District no later than 30 days prior to your event.

Along with the insurance certificate, a separate Endorsement Page must be provided naming PVRPD as **additionally insured**. The Cancellation Clause should read as follows: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

**Minimum liability limits are \$1,000,000 per occurrence**

THE INSURANCE CERTIFICATE SHOULD NOTE THE FOLLOWING INFORMATION:

- Date of event (if no specific date, then insurance can be kept on file and be good for the life of the policy)
- Location of event
- Name of your organization/business/group

**The following information should be typed in the "Certificate Holder" section:**

**Additionally Insured:  
Pleasant Valley Recreation and Park District  
1605 E. Burnley Street  
Camarillo, CA 93010**

Please mail/deliver or FAX to:

**PVRPD**  
1605 E. Burnley Street  
Camarillo, CA 93010  
Attn.: Reservations  
**FAX: (805) 482-3468**



### **Additional Insured Endorsement**

Certificates of Insurance without endorsements do not protect the additionally insured (in this case, PVRPD). An endorsement is required because, as noted on an insurance certificate: "This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."

This separate Endorsement Page will need to list:

- Policy number
- Wording that states "This endorsement changes the policy"
- Wording that states "This endorsement modifies insurance provided under the following: Commercial General Liability Coverage Part: SCHEDULE
- Name of Person or Organization that is being Additionally Insured:  
**Pleasant Valley Recreation and Park District**  
**1605 E. Burnley St**  
**Camarillo, CA 93010**

Additional Info to Note: The RENTER will need to agree to abide by the following:

- A. General liability insurance: the RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
- B. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The RENTER shall file certificates of such insurance with the DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.