



CITY OF WEST HOLLYWOOD

INSURANCE REQUIREMENTS FOR LOCATION FILMING IN THE CITY OF WEST HOLLYWOOD

A production company requesting to film in the City of West Hollywood must provide proof of a policy of comprehensive liability in a combined single amount of at least one million dollars (\$1,000,000.00) covering the production company's activities in the City of West Hollywood. Such insurance may be subject to approval in writing by the City, and must satisfy the following conditions:

- Be procured from a provider authorized to do business in California;
- **NAME THE CITY OF WEST HOLLYWOOD, ITS OFFICIALS AND REPRESENTATIVES AS CERTIFICATE HOLDER;**
- **NAME THE CERTIFICATE HOLDER AS THE ADDITIONALLY INSURED AS THEIR INTERESTS MAY APPEAR;**
- **Contain provisions that prohibit cancellation, modification, or lapse without thirty (30) days prior written notice to the City;**
- Include the City's legal address at 8300 Santa Monica Boulevard, West Hollywood CA 90069.

Proof may be supplied in two ways: by submitting a completed **Certificate of Insurance** (attached) with an original signature, **or by submitting an Acord certificate of insurance form with an original signature and endorsement sheet naming the City of West Hollywood, Its Officials and Representatives as the additionally insured with the City's legal address. Please note that both forms are not required; one or the other will suffice unless one is deemed incomplete.** Fax copies of insurance certificates are acceptable for issuance of a film permit, but an original copy must be received within fifteen (15) days of the film permit application.

Note: Student productions' Certificate of Insurance must be issued by the college, university or educational institution the student attends in order to qualify for the waiving of Film Permit fees.



CERTIFICATE OF INSURANCE

(PUBLIC LIABILITY)

This is to certify that the following endorsement is part of the policy(ies) described below:

Named Insured (Contractor)

Companies Affording Coverage

Address

- A.
- B.
- C.

Policy Number	Company A, B, C	Coverage	Expiration Date	B.I.	Limits P.D.	Aggregate
		<input type="checkbox"/> Automobile				
		<input type="checkbox"/> General Liability				
		<input type="checkbox"/> Products/Completed Operations				
		<input type="checkbox"/> Blanket Contractual				
		<input type="checkbox"/> Contractor's Protective				
		<input type="checkbox"/> Personal Injury				
		<input type="checkbox"/> Other				
		<input type="checkbox"/> Excess Liability				
		<input type="checkbox"/> Workers' Compensation				

It is hereby understood and agreed that the City of West Hollywood, its City Council and each member thereof and every officer and employee of the City shall be named as a joint and several assureds with respect to claims arising out of the following project:

All operations of the named insured as respects to filming operations of motion pictures, television, videos, promotionals and still photography; or recording operations of live broadcast or performance

It is further agreed that the following indemnity agreement between the City of West Hollywood and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all cost and expenses of litigation brought against City, its City Council, and each member thereof and any officer of the City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by contractor while engaged by contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to City of West Hollywood.

In the event of cancellation or material change in the above coverage, the company will give 30 days' written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE _____	BY _____
	AUTHORIZED INSURANCEREPRESENTATIVE
AGENCY _____	TITLE _____
_____	ADDRESS _____
_____	_____