

INSURANCE REQUIREMENTS

You must provide Center for the Arts with a Certificate of Insurance and original Additional Insured endorsement for *general liability coverage* for EACH DAY that you are using our facilities. This includes load-ins and rehearsals, as well as public performances. ***If your event does include an audience, this insurance must cover the audience as well as your performers, volunteers, and staff.***

Your Certificate of Insurance must include:

- \$1,000,000 - property damage
- \$1,000,000 - personal injury
- \$1,000,000 - any one accident or occurrence

- Pepperdine University must be named as Additional Insured.
- Must contain wording *“As respects operations of the named insured, it is agreed that (1) the Certificate Holder is included as an Additional Insured, and (2) this insurance is primary and not contributory with any insurance maintained by the Certificate Holder.”*
- Issued by a company authorized to do business in the State of California with a BEST's rating of B+ or better.
- Must contain an original signature.
- The Cancellation Clause must be for a minimum of 30 days and must *strikeout* the terms *“endeavor to”* and *“but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.”*

We must receive this certificate and endorsement by the date indicated on your contract

Mail original to: Center for the Arts*
Theatre Operations Manager
Pepperdine University
24255 Pacific Coast Highway
Malibu CA 90263

*please be sure to indicate Center for the Arts and Theatre Operations Manager on the mailing address

FAX: 310-506-4556