

## Event Services

# Insurance Requirements

### Body Liability

For any event held at Seattle Convention Center (SCC), the organization or the individual contracting the event (Licensee) assumes liability during the contracted time. This insurance coverage must meet specific requirements. The Washington State Convention Center Public Facilities District (WSCC PDF) must be named as an “Additional Insured”. A Certificate of Insurance must be provided to SCC.

### Contract Language

The following language is taken directly from our contract and specifies the amount of coverage required:

*Licensee shall provide proof of General Liability coverage with Insurance Services Office ISO FORM CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence, at least forty-five (45) days prior to Event. The term of such coverage shall coincide with the dates of occupancy, including move-in and move-out. Such insurance shall specifically include Licensor, its directors, officers and employees, as additional insureds. It is understood and agreed that such insurance shall cover any damage or injury caused by the negligence of Licensee or any of its agents, contractors, employees or invitees, and any damage or injury to any and all persons attending or property connected with the Event when such persons or property are located in the Convention Center because of Licensee’s activities therein. If Licensee has not provided Licensor with such insurance certificate at least forty-five (45) days prior to the Event, Licensor shall have the right to obtain such insurance at Licensee’s expense without prior notification to Licensee of such action. It is agreed and understood that the ultimate responsibility for obtaining insurance is Licensee’s, and if Licensor is not able to obtain such insurance or is not willing to obtain the insurance in the absence of a Licensee-obtained policy, the Event may be cancelled at Licensor’s sole discretion, and Licensee shall be liable for all scheduled expenses as stated herein and Licensor shall not be responsible for any expenses or losses sustained by Licensee resulting therefrom. Said policy shall also contain the specific provision that the policy may not be cancelled or reduced by the insurance carrier without giving thirty (30) days prior notice in writing to Licensor and Licensee, or Licensee agrees to provide Licensor with such notice.*

### Insurance Coverage

Most organizations will maintain some type of insurance coverage. If you are unfamiliar with this process, you most likely have an individual, or an entire department, within your organization that deals with your insurance provider. In very large companies, this is often referred to as Risk Management. In other companies, this responsibility may be handled by a comptroller or general manager or within the purchasing or accounting departments. You may also be able to call your insurance provider directly.

To issue a Certificate of Insurance naming the WSCC PFD as an Additional Insured, the insurance provider will need to know the coverage specifications as outlined above as well as the following information:

Seattle Convention Center  
ATTN: Event Services  
705 Pike Street  
Seattle, WA 98101