



Gallagher Entertainment

a Division of Arthur J. Gallagher Risk Management Services

CERTIFICATES OF INSURANCE GUIDELINES

Once registration in the Gallagher Entertainment Student Film Insurance Program has been complete you will receive a Certificate of Insurance template within 24 hours (M-F 9:00 AM to 5:00 PM). This Certificate will evidence the insurance coverage you have purchased through the program. It will include the following:

1. Insurance company and policy number
2. Limits and deductibles
3. Dates that the policy is in force

You will need this document to evidence coverage to third parties (your school or other vendors).

The insurance company has given you the approval to issue your own Certificates of Insurance. This notice will confirm the parameters within which you may issue your own Certificates of Insurance. You are authorized to do the following as respects issuing Certificates of Insurance:

- Input the current date on the top right corner of the form, and place the name of the Certificate Holder and complete address in the “Certificate Holder” box.
- Extend Loss Payee Status as the interest of the Certificate Holder require and where you are contractually obligated to provide coverage.

Property/ Misc. Equipment Coverage - Any entity or individual having a financial interest in Covered Property and holding a current Certificate of Insurance issued by the producing agent may be considered a Loss Payee as respects their interest in Covered Property.

General Liability (if included on your certificate) – Any Certificate Holder, identified as an additional insured, on a Certificate of Insurance issued by the insurance company or authorized representative, but only for liability arising out of the negligence of the named insured.

Automobile Liability (if included on your certificate) – Hired Autos You lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees.

You are not authorized to amend, alter or change the Certificate in any other way. **IF** a contract or request for Certificate requests an amendment of the cancellation clause or any other change, The Arthur J. Gallagher & Co. Insurance Brokers will seek Carrier approval; however, it is possible the carrier may not authorize such request(s). Any changes made without Carrier approval could result in a denial of coverage.

Copies of each Certificates of Insurance issued must be sent to Arthur J. Gallagher Entertainment Insurance Services account executive at the end of production. We will then forward copies to the Carrier.

You, the Client, acknowledge the acceptance of this agreement in reference to issuing Certificates of Insurance. Any failure to adhere to this letter of authorization will not impose any liability to Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. If you have any questions please contact Daniel R’bibo at daniel_rbibo@ajg.com.

Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.

License #0726293

505 N. Brand Blvd, Suite 600 Glendale, CA 91203