

# Scripps Institution of Oceanography

## CERTIFICATE OF INSURANCE REQUIREMENTS

By signing this document, you acknowledge that you will be required to provide the venue manager with a liability insurance certificate at least 3 weeks prior to your event. A one-day certificate of insurance is **mandatory**. Insurance requirements are as follows:

- Policy must include General Liability coverage of at least \$1,000,000
- Policy must include Aggregate Coverage of at least \$2,000,000
- The Regents of the University of California must be listed as an Additional Insured
- Following address must be used for the Additional Insured –  
Regents of the University of California  
1111 Franklin Street  
Oakland, CA, 94607

Each vendor you choose to hire for your event i.e., musicians, photographers, florists, entertainers, etc., will also need to have Liability insurance coverage in order to be allowed to work on campus. It is your responsibility to obtain their insurance certificates and provide them to the event manager at least 3 weeks prior to your event. Vendor insurance is also **mandatory**. Vendor insurance requirements are as follows:

- Policy must include General Liability coverage of at least \$1,000,000
  - Policy must include Aggregate Coverage of at least \$2,000,000
  - The Regents of the University of California must be listed as an Additional Insured
  - Following address must be used for the Additional Insured –  
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Oakland, CA, 94607
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- If vendors are bringing a vehicle, the policy must include Automobile Liability coverage of at least \$1,000,000.
  - If vendors are bringing employees, the policy must include evidence of Workers' Compensation coverage.

Any questions regarding the above, please call SIO Venue Rentals at 858-534-5604.