



Lessee Name \_\_\_\_\_ Date of Event \_\_\_\_\_

### Insurance Requirements

LESSEE shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with LESSEE's use of the facility. LESSEE shall provide proof of the insurance in accordance with the CITY's requirements outlined below and on forms provided by the CITY, which shall be approved by the CITY's Risk Manager prior to execution of this Agreement. Approval of proof of insurance is required no less than (ten) days prior to the scheduled event.

LESSEE shall provide comprehensive general liability coverage, with limits of not less than \$1,000,000 for personal injury and property damage. The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. **The city of Fortuna, its officers, officials, employees and volunteers are to be covered as insureds** with respect to liability arising out of rental, maintenance or use of that part of the premises leased to the LESSEE;
2. **The LESSEE's insurance coverage shall be primary insurance** as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees or volunteers shall be excess of the LESSEE's insurance and shall not contribute with it.

The City of Fortuna reserves the right to modify insurance limits based upon the scope of the LESSEE's event, prior to the final execution of the Rental Agreement.

Please Return Certificate of Insurance To:

River Lodge Conference Center  
1800 Riverwalk Drive  
Fortuna, CA 95540  
Tel: (707)725-7572  
Fax: (707)725-7575  
[dreynolds@ci.fortuna.ca.us](mailto:dreynolds@ci.fortuna.ca.us)  
[www.riverlodgeconferencecenter.com](http://www.riverlodgeconferencecenter.com)