

## INSURANCE REQUIREMENTS

The terms of our rental agreement or subcontract require you to provide us with a Certificate of Insurance. The Certificate should show that coverage will remain in force for the duration of the rental period. The coverage requirements are as follows:

*Please provide this guideline to your insurance agent for reference*

### A. Commercial General Liability Insurance

1. Must provide a minimum limit of \$1,000,000.00
2. Coverage should equal or exceed that provided by the Insurance Services Office Form CG0001 (12-07).
3. Starlite Productions must be named as **ADDITIONAL INSURED** on your policy.

### B. Inland Marine Equipment Insurance

1. The certificate must indicate coverage for **EQUIPMENT LEASED/RENTED FROM OTHERS** and in the control of the lessor.
2. Must provide minimum coverage limit equal to the **TOTAL VALUE OF ALL EQUIPMENT** (Starlite Productions, yours, and other parties) that will be used at the event.
3. The coverage must be provided on an **ALL RISK** or **SPECIAL FORM**.
4. Equipment Coverage must be at **REPLACEMENT COST**.
5. The policy "coverage territory" should be consistent with the location of the production.
6. Starlite Productions must be named as **LOSS PAYEE**.
7. The coverage must include **TRANSIT COVERAGE** to and from Starlite Productions and any location that the equipment will be.

### C. Additional important Information:

1. The certificate must be sent directly from the client's insurance company, or agent, rather than directly from the client.
2. A general liability policy alone is NOT acceptable.
3. If the certificate provides less than annual coverage, the client must then submit a new certificate prior to any future rentals.
4. The certificate must be received and approved by Starlite Productions in advance of any rentals.
5. Rentals outside of the contiguous 48 states and Hawaii **MUST** have a certificate of insurance that specifically provides for international coverage.
6. Certificates should be faxed, and the original mailed, to our accounting department. The fax number is (856) 780-8001 and the mailing address is Starlite Productions, 9 Whittendale Drive Moorestown, NJ 08057.
7. Please contact our accounting department for any questions or assistance with this request.