

Library Services Department INSURANCE DETERMINATION and WAIVER FORM

Unless waived by the City's Risk Manager with the concurrence of the City Attorney, <u>all</u> organizations/vendors furnishing services for City-sponsored programs and events require comprehensive general liability insurance. A certificate of insurance evidencing insurance coverage with an additional insured endorsement naming the City of Orange as an additional insured and in a form acceptable to the City's Risk Manager must be submitted to the City prior to the event. In some cases, automobile and workers' compensation insurance may also be required. <u>NOTE</u>: If organization, vendor, contract instructor has no insurance coverage, either coverage must be obtained or the following waiver must be signed by the City's Risk Manager prior to the event.

Name of representative and organization:			
Date(s) of ev	vent:		
Room(s) res	erved for event:		
Description of	of the event:		
•	ting a waiver from the general liab	•	
Signature: _		Date:	
======= TO:	Risk Manager Assistant City Attorney	=======================================	
FROM:	Library Services Director		
☐ Insura	nce for this program/event is hereby v	<i>v</i> aived	
Ris	sk Manager	Date:	
CONCURRE	NCE:	Date:	
As	sistant City Attorney		

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