



Insurance requirements for Oakland Film Office are as follows:

We need an ACORD (a Certificate of Insurance) showing:

1. \$1 million per occurrence, and \$2 million aggregate of General Liability

Per the city's requirement, we need an Endorsement to the General Liability Policy naming the following Additional Insureds:

"The City of Oakland, it's Councilmembers, directors, officers, agents, employees and volunteers."

We do not need Endorsements for the Auto or Workers' Compensation policies.

The ACORD and the Endorsement are usually one-page documents. The ACORD is a summary of the current insurance policy. The Endorsement legally changes the policy to add the City, et al. as Additional Insureds.

The **Certificate Holder** should be:

City of Oakland Film Office
One Frank Ogawa Plaza, 9th floor
Oakland, CA 94612

Submit your insurance documents to Oakland Film Office:

via email: film@oaklandca.gov

or US Mail: City of Oakland Film Office
One Frank Ogawa Plaza, 9th floor
Oakland, CA 94612