

Insurance Requirements Checklist:

1. Submission & Basic Info

- Received at least 10 business days before booking
- Certificate complete
- Issued by recognized insurer/broker licensed in British Columbia

2. Coverage & Limits

- Policy dates cover full booking period
- Commercial General Liability (CGL) policy
- Minimum \$5,000,000 per occurrence
- Includes bodily injury, property damage, personal injury

3. Additional Insured

- The Board of Education of School District No. 39 (Vancouver), 1580 W. Broadway Vancouver BC V6J 5K8 as the additional insured.
- Covers use, operations, acts or omissions

4. REQUIRED WORDING

- 30 days cancellation notice stated
Example: *'30 days written notice of cancellation will be provided'*
- Primary & non-contributory wording
Example: *'This insurance is primary and non-contributory'*
- Cross liability clause
Example: *'General Liability Coverage includes cross-liability'*

5. Additional Requirements

- Waiver of subrogation included
Example: *'Waiver of subrogation is granted in favour of the Vancouver School Board.'*