

## ADELPHI UNIVERSITY SPECIAL EVENTS INSURANCE REQUIREMENTS

The following are insurance requirements for events held on the premises of Adelphi University:

- 1.) Certificate(s) of Insurance evidencing:
  - a. Worker's Compensation Insurance in accordance with the State of New York.
  - b. Comprehensive General Liability subject to limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, for bodily injury liability & broad form property damage liability.
  - c. Automobile Liability subject to limits of \$1,000,000 per occurrence for bodily injury and property damage.
  - d. "Adelphi University" will be added to the Licensee's Comprehensive General Liability Insurance Policy by endorsement as an **Additional Insured**.
  - e. All policies must also be endorsed as "primary" and "non-contributory" for purposes of the License Agreement.
  - f. Certificate(s) of Insurance must provide 30 days' notice of any material change or cancellation. Any words limiting notice "to best efforts, endeavor to advise, not responsible to notify, etc." will result in certificate being rejected.
  - g. Certificate(s) of Insurance must be provided 30 days prior to event at:

Adelphi University  
One South Avenue  
PO Box 701  
Garden City, New York 11530-0701  
Attn: Associate Director, Auxiliary Services  
Fax: (516) 877-3606

- 2.) A copy of the insurance carrier issued endorsement to the General Liability policy granting "additional insured" status to Adelphi University. Policy documents evidencing "Blanket Additional Insured as Required by Contract" will be accepted in lieu of the endorsement.

If there are any questions, please call **Angelo Gagliano**, Associate Director of Auxiliary Services, at (516) 877-6042.