



[DATE]

To Whom It May Concern:

This letter contains the verbiage to be included in your Certificate of Insurance, which is required to obtain a Permit and Location Agreement for Commercial Filming at the Golden Gate Bridge ("Permit") in \_\_\_\_\_ [month/year] and must be delivered five (5) days prior to commencement of the terms of the Permit.

It is recommended that you forward a copy of this letter and Permit to your insurance provider to assist with the preparation of the certificate. Per the terms of the Permit, the certificate(s) of insurance should state as follows:

***Additional insureds – Golden Gate Bridge Highway and Transportation District, its directors, officers, employees, agents and representatives.***

The certificate(s) of insurance must also demonstrate that:

- The policy(ies) is/are Primary Insurance
- That the policy(ies) shall be liable for the full amount of any loss up to and including the total limit without right of contribution from any other insurance covering the Golden Gate Bridge, Highway and Transportation District ("District");
- The insurance policy(ies) are written by an insurance company or companies authorized to transact business in the state of California, acceptable to the District;
- The policy(ies) shall protect you (the named insured) and the District in the same manner as though a separate policy had been issued to each; but, nothing in the policy(ies) shall operate to increase the Insurer's liability as set forth in the policy beyond the amount(s) shown or to which the Insurer would have been liable if only one interest had been named as the insured;
- Either the named insured and/or the District (as an additional insured) may pay any applicable Self Insured Retention or deductibles;
- Limits are as follows:
  - \$5 million per occurrence/\$5 million in the aggregate (Personal Injury, Bodily Injury and Property Damage Liability insurance); and
  - \$2 million per accident covering named insured's employees engaged in work (Worker's Compensation and Employers' Liability Insurance in conformance with the laws of the State of California).
- That the insurance company(s) issuing such policy(ies) shall give written notice to the District of any material alteration, cancellation, non-renewal, or reduction in aggregate limits;
- In the Cancellation section of the Certificate of Insurance, the words "~~endeavor to~~" need to be crossed out, along with "~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents ore representatives.~~"

- Please insert "30" where the space has been left blank to fill in the number of days required for written notice; and,
- That the insurance policy(ies) are written by an insurance company(ies) acceptable to the District; and, that the insurance company(ies) are authorized to transact business in the state of California.

Be advised, if applicable, that a separate certificate of aviation insurance must be submitted from the helicopter company, with the same general liability coverage and specific wording.

Wording in the description portion of the Certificate of Insurance must include the following:

Insurance listing above is primary insurance with respect to  
filming footage for:

\_\_\_\_\_.

*More detailed insurance information is contained in the Permit.*

Please EMAIL a PDF of the Insurance Certificate to [pclemens@goldengate.org](mailto:pclemens@goldengate.org) and [bbrown@goldengate.org](mailto:bbrown@goldengate.org).

Sincerely,

Priya Clemens  
Public Information Manager  
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415-317-2222