

**General Contractor (GC)  
Checklist - Acord 25 - Certificate of Liability Insurance**

Item	Requirement	Comments
1. Date	<i>Date is recent</i>	
2. Agent/ Broker Firm	<i>Firm name and address provided</i>	
3. Agent/Broker Contact	<i>Contact name and info provided</i>	
4. Vendor Name & Address	<i>Name matches any documents</i>	
5. Insurance Carrier Name(s) & NAIC #	<i>Carrier names &amp; NAIC#'s are provided. Carriers ratings are not less than A-VIII</i>	
<b>COMMERCIAL GENERAL LIABILITY (CGL)</b>		
6. Insurer Letter	<i>An insurer letter is provided</i>	
7. Occurrence Form	<i>Box is checked</i>	
8. Additional Insured	<i>Box is checked</i>	
9. Waiver or Subrogation	<i>Box is checked</i>	
10. Policy Number	<i>Policy number is provided</i>	
11. Effective & Expiration Dates	<i>Eff. date is prior to start of project</i>	
12. CGL Limits	<i>\$1,000,000 Each occurrence \$2,000,000 General Aggregate</i>	
Note For special events and reservations where alcohol is consumed, the aggregate limits are doubled	<i>\$2,000,000 Each occurrence \$4,000,000 General Aggregate</i>	
<b>OTHER</b>		
13. Description of Operations	<i>Should provide [Event Name] and [Event Date]. Should note additional insured endorsement(s) are attached.</i>	
14. Certificate Holder	<i>Certificate holder is correct: City of Patterson Special Event Services 1033 W. Las Palmas Patterson, CA 95363</i>	
15. Authorized Representative	<i>Certificate is signed.</i>	