



**REQUEST FOR EVIDENCE OF INSURANCE – VALET PARKING PERMIT
PLEASE PROVIDE THIS TO YOUR INSURANCE AGENT FOR PROPER PROCESSING**

As part of your process to secure a Valet Parking Business License with the City of West Hollywood you are required to provide evidence of insurance coverage as outlined below. Kindly return your completed insurance documents to your City representative.

Certificate Holder: The City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, California 90046

Required Coverages & Endorsements:

- Commercial General Liability (CGL) insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence.
- Automobile Liability insurance in an amount of not less than twenty five thousand (\$25,000) per occurrence to include Garage liability/Garagekeepers' Legal Liability insurance in an amount of not less than twenty five thousand (\$25,000) per occurrence
- The CITY OF WEST HOLLYWOOD, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the Commercial General Liability (CGL) insurance.
****Requires a policy endorsement***
- Named insured must state their insurance is primary and non-contributory by policy endorsement or proof of appropriate "Other Insurance" clause in the CGL policy form.
****Requires a policy endorsement***
- Workers' Compensation Insurance as required by law.
- Certificate should indicate 30 day notice of cancellation or change in coverage.

Please note: not providing the proper insurance documentation may delay the processing of your business license. Refer to WHMC Title 5.120.050 Insurance Requirements and WHC 5.08.120 for Insurance and Bond Requirements for details.