

## **VENDOR INSURANCE CHECKLIST**

The renter is responsible for communicating/obtaining proper insurance documentation from all vendors and providing a copy to the GEHC Rental Department for approval. The completed Vendor Insurance Checklist is due at your layout meeting.

<u><b>Levels of Insurance</b></u>	<u><b>Vendor(s) Name</b></u>
<b>Caterer and Food/Beverage Vendors</b> \$1,000,000 General liability policy per Occurrence & Aggregate with \$500,000 Liquor Liability for the company providing alcohol	
<b>Florist</b> \$100,000 General liability policy per Occurrence & Aggregate	
<b>Entertainment/DJ/Band</b> \$500,000 General liability policy per Occurrence & Aggregate	
<b>Bakery/Baker</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Photographer</b> \$100,000 General liability policy per Occurrence & Aggregate	
<b>Photo Booth (or similar service)</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Videographer</b> \$100,000 General liability policy per Occurrence & Aggregate	
<b>Event/Wedding Planners or Coordinators</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Hair/Beauty Professional</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Inflatables/Children's Activities, Etc.</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Rental Company</b> <b>(China, Linens, Furniture, Décor, Tent, etc.)</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Production/Audio/Lighting</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Licensed Private Security Company</b> \$1,000,000 General liability policy per Occurrence & Aggregate	
<b>Other</b>	
<b>Other</b>	

**RENTER'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **VENDOR INSURANCE REQUIREMENTS**

- If an individual or business has three or more employees, Georgia law requires them to carry Workers' Compensation.
- Commercial vendor approval is required prior to any paid vendor operating on the premises.
- Vendors must provide proof of insurance naming Gwinnett County Board of Commissioners as an additional insured (not just the certificate holder) with respect to General Liability Policy.

### **Certificate Holder:**

**Gwinnett County Board of Commissioners  
75 Langley Drive  
Lawrenceville, GA 30046-6900**

- All copies of vendor's Certificate of Liability Insurance naming the Gwinnett County Board of Commissioners as an additional insured and/or General Release forms must be received no less than two weeks prior to the contracted date or vendor(s) will be prohibited from operating on County property.
- The following vendors are **not** required to obtain insurance:
  1. Officiant conducting a wedding ceremony
  2. Limo/Car/Shuttle service
  3. Florist delivering flowers for the rental (if a florist is setting up anything, then appropriate insurance is required)
  4. Restaurant or major grocery store is only delivering a food/beverage order; however a caterer who is dropping off food/beverage order is required to provide a copy of the necessary insurance
  5. Law enforcement officers and school resource officers
- In the following instances, insurance could be waived in lieu of a signed General Release:
  1. Wedding/Event planner or coordinator with less than 3 employees
  2. Hair and Beauty with less than 3 employees
  3. A school or University representative in conjunction with a rental/event
  4. Vendor display tables as part of a rental/event