



## **Central Park Insurance Requirements**

**3500 Partners, LLC  
3500 W. Olive Ave Suite 101, Burbank, CA 91505  
(818) 953-7500**

All consultants/contractors/subcontractors performing work at Central Park or using the loading area, at any time, must obtain and maintain the insurance coverage specified below, in a form and from insurance companies reasonably acceptable to Owner, and shall keep a current Certificate of Insurance on file with The Worthe Real Estate Group, Inc. (“**Property Manager**”) in accordance with the following insurance requirements:

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| • Employer’s Liability; waiver of subrogation endorsement in favor of Owner  | Bodily Injury by accident (\$1,000,000 each accident); Bodily Injury by disease (\$1,000,000 each employee and policy limit)  |
| • Commercial General Liability (“CGL”), Bodily Injury and Property Damage including Premises-Operations and Products-Completed Operations, Blanket Contractual, Independent Contractors, Personal and Advertising Injury, XCU Hazards Coverage (underground work only), No Insured vs. Insured Exclusion or Limitation; waiver of subrogation endorsement in favor of Owner                      | \$1,000,000 per occurrence, \$1,000,000 personal bodily and advertising injury, \$2,000,000 general aggregate of all occurrences within each policy year (with a per location endorsement specifying the Property), \$2,000,000 products-completed operations aggregate                 |
| • Commercial or Business Automobile Liability, Bodily Injury and Property Damage , under insured and uninsured motorist (including owned, non-owned, leased and hired vehicles)  | \$1,000,000 each accident   |
| • Workers Compensation   | Bodily injury limits as required by statute in California.  |
| • Umbrella or Follow Form Excess Liability At Least As Broad As Primary CGL  | \$5,000,000 per occurrence \$5,000,000 annual aggregate   |
| • Professional Liability Insurance (Errors & Omissions), for any design or design-build work performed by a contractor or subcontractors (such policy shall be maintained for a minimum of ten (10) years following Substantial Completion of the Work (or until applicable statutes of limitations expire))   | Bodily injury, personal injury, property damage and including a contractual liability endorsement, with limits no less than (i) \$1MM – each claim (or current limits carried, whichever is greater), and (ii) \$1MM annual aggregate (or current limits carried, whichever is greater) |
| • Garage Keepers Legal Liability (when applicable)   | \$1,000,000 Subject to a deductible provision not to exceed \$250 per occurrence  |
| • Garage Liability Insurance (when applicable)   | \$1,000,000 Combined Single Limit   |
| • Non-occupational and Disability Insurance, if required by California   |   |
| • Fidelity Bond coverage on a blanket basis covering Contractor and all those of its employees who have access to or are responsible for the handling of Property Manager’s or Owner’s funds, in an amount as Property Manager or Owner shall reasonably request, having such deductible as shall be determined from time to time by Property Manager or Owner, and naming Owner as a loss payee |   |

**ADDITIONAL NOTES:**

1. With respect to CGL and Umbrella/Excess Liability coverage, **3500 Partners LLC, a Delaware limited liability company, and The Worthe Real Estate Group, Inc., a California corporation and their respective members, partners, officers, directors, shareholders, and all other related interests** must be named as additional insureds by signed endorsements, and on the Certificate of Insurance, both in form and content acceptable to Property Manager.
2. The Certificate of Insurance is to be furnished evidencing compliance with all insurance requirements. Each policy shall be endorsed to provide Property Manager with not less than thirty (30) days prior written notification in the event of cancellation or non-renewal. Tenant or Vendor/Contractor, as applicable, shall provide complete copies of its insurance policies to Property Manager upon request.
3. Certificate shall state, and each policy shall be endorsed to provide, that "Such policies are primary and non-contributory and any insurance carried by **3500 Partners LLC, and The Worthe Real Estate Group, Inc.** is excess".

**Please note on the certificate the name of the project and/or client that this certificate is being requested for.**

Mail certificate to:       3500 Partners LLC  
                                  c/o Worthe Real Estate Group, Inc.  
                                  3500 West Olive Avenue, Unit #101  
                                  Burbank, California 91505

OR Email a copy to:    [CentralPark@Worthe.com](mailto:CentralPark@Worthe.com)

4. **IMPORTANT NOTICE:** Different and/or additional coverages may be required in the sole discretion of Property Manager depending upon the nature, scope and risks of the occupancy, work or services.
5. Contractor shall carry the above indicated at his/her own expense.
6. All policies shall provide, by policy provision or endorsement acceptable to Property Manager, for waiver of the insurers' rights of recovery (by subrogation or otherwise) against Property Manager and Owner.
7. If you have any questions, please call the Management Office at (818) 953-7500 or email at [centralpark@worthe.com](mailto:centralpark@worthe.com). All incomplete Certificates of Insurance will be returned for correction and reissuing.