

CITY OF HOUSTON

Jones Hall ♦ Wortham Center

Insurance Requirements

All licensees of the **Wortham Theater Center** and **Jones Hall** need to provide an insurance certificate well in advance of their event. A due date for submission is stated in each contract, but we strongly recommend that you present the following information regarding the levels and types of coverage required to your insurance representative as soon as possible:

- **Commercial General Liability** insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the facility, affording immediate protection to the limits of not less than \$500,000 per occurrence with a \$1,000,000 aggregate and including advertising injury and personal injury.
- **Workers' Compensation** in the statutory amount and **Employer's Liability** with limits no less than \$500,000 bodily injury for each accident and disease limits of \$500,000 per employee, \$1,000,000 per policy.
- The City of Houston (and in the case of Wortham Center, Wortham Center Operating Company) must be named as an **additional insured** on all policies, except Workers' Compensation and Employer's Liability.
- All policies must contain an endorsement **waiving any claim or right of subrogation** against the City of Houston (and in the case of Wortham Center, Wortham Center Operating Company).
- The licensee must notify the City of Houston at least **thirty (30) days** prior to cancellation, material alteration, or non-renewal of any of the aforementioned policies.
- The issuer of any policy shall have a certificate of authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class IV or better, according to the most current edition of Best's Key Rating Guide, Property/Casualty - United States.
- The certificate holder should be listed as follows:

**City of Houston
Wortham Center
Attn: Booking Coordinator
510 Preston St., 4th Floor
Houston, TX 77002**

- If you or your insurance representative have questions about the insurance requirements for use of our facilities, then please contact Diane Velasquez at 713-250-3668 or by email at diane.velasquez@cityofhouston.net