

## APPENDIX B

### FY20 ARTS AND CULTURE CONTRACT RENEWAL KIT COMPLETION CHECKLIST

#### **REQUIRED CONTRACT RENEWAL MATERIALS**

- One contract renewal letter, **signed**
- One duplicate contract renewal letter, **signed**

#### **REQUIRED INSURANCE INFORMATION**

- Certificate of Insurance:
  - Commercial general liability insurance
  - Commercial automobile liability insurance
  - Workers' compensation insurance, if applicable
- Additional Insured Endorsements, with correct language:
  - Commercial general liability insurance
- Proof of Primary/Non-Contributory Coverage:
  - Commercial general liability insurance
- Waiver of Subrogation
  - Workers' Compensation Insurance, if applicable

#### **IF APPLICABLE**

- "Declaration in Lieu" of required commercial automobile liability insurance, **signed**
- "Declaration in Lieu" of required workers' compensation insurance, **signed**