

Event Services

Insurance Requirements

Body Liability

For any event held at the Washington State Convention Center (WSCC), the organization or the individual contracting the event (Licensee) assumes liability during the contracted time. This insurance coverage must meet specific requirements. The Washington State Convention Center must be named as an “Additional Insured”. A Certificate of Insurance must be provided to the WSCC.

Contract Language

The following language is taken directly from our contract and specifies the amount of coverage required:

Licensee shall provide proof of coverage in the amounts of One Million Dollars (\$1,000,000) of combined Single Limit coverage to include: Comprehensive Form, Bodily Injury and Property Damage, Premises/Operations, Contractual, Broad Form Property Damage, Personal and Advertising Injury, and Products/Completed Operations, at least forty-five (45) days prior to Event. The term of such coverage shall coincide with the dates of occupancy, including move-in and move-out. Such insurance shall specifically include Licensor, its directors, officers and employees, as additional insureds. It is understood and agreed that such insurance shall cover any damage or injury caused by the negligence of Licensee or any of its agents, contractors, employees or invitees, and any damage or injury to any and all persons attending or property connected with the Event when such persons or property are located in the Convention Center because of Licensee's activities therein. If Licensee has not provided Licensor with such insurance certificate at least forty-five (45) days prior to the Event, Licensor shall have right to obtain such insurance at Licensee's expense without prior notification to Licensee of such action. It is agreed and understood that the ultimate responsibility for obtaining insurance is Licensee's, and if the Licensor is not able to obtain such insurance or willing to obtain the insurance in the absence of a Licensee-obtained policy, the Event may be cancelled at Licensor's sole discretion, and Licensee shall be liable for all scheduled expenses as stated herein and Licensor shall not be responsible for any expenses or losses sustained by Licensee resulting therefrom. Said policy shall also contain the specific provision that the policy may not be cancelled or reduced by the insurance carrier without giving twenty (20) days prior notice in writing to Licensor and Licensee.

Insurance Coverage

Most organizations will maintain some type of insurance coverage. If you are unfamiliar with this process, you most likely have an individual, or an entire department, within your organization that deals with your insurance provider. In very large companies, this is often referred to as Risk Management. In other companies, this responsibility may be handled by a comptroller or general manager or within the purchasing or accounting departments. You may also be able to call your insurance provider directly.

To issue a Certificate of Insurance naming the Convention Center as an Additional Insured, the insurance provider will need to know the coverage specifications as outlined above as well as the following information:

Washington State Convention Center
ATTN: Event Services
705 Pike Street
Seattle, WA 98101