

'Request to Waive Insurance' Instructions

Contracts:

Performance agreements or contracts are required of all performers. Our standard contractual general liability insurance requirements are required to be in all agreements.

Insurance:

Insurance must be provided by the artist/agent in the amount of a minimum of \$1,000,000 per occurrence. A Certificate of Liability Insurance must be provided in the amount of no less than \$1,000,000 naming the "UC Regents" as additionally insured.

If artist/agent states they cannot provide insurance, the event sponsor can appeal to Risk Management for a waiver of the insurance. **BEFORE** a request can be made to Risk Management to waive the insurance requirement, a signed/executed "No Insurance" acknowledgements form from the artist/performer/agent must be provided to Risk Management.

Submitting an RWI is no way a guarantee that the insurance requirement will be waived. In the event that the artist cannot provide insurance and the request to waive their insurance is denied, the event sponsor must be prepared to purchase special event insurance or consider an alternative performer.

Past Venues Performances:

When filling this part out speak to the manager of the venue, or appropriate person. Whomever you speak to must have been in charge of the event and also present during the actual event.

You must provide information for at least 2 previous events.

Distribution:

After the form is completed email the original to christopher.richmond@ucr.edu for approval but also email copies of the form to john.freese@ucr.edu and lisa.martin@ucr.edu. [Live performances require that campus police and the campus Emergency Manager be informed of the event along with Risk Management.]

'Request to Waive Insurance' Form

BACKGROUND ARTIST INFORMATION:

Contract Signer Name (Artist/ Agent): _____

Name of Artist: _____

Total number of performers: _____

Genre of Music: _____

Signed Artist (yes/no): _____

Record Label: _____

Description: _____

PERFORMANCE INFORMATION:

Date of performance: _____

Time of performance: _____ **Duration of performance:** _____

Performance Venue (on campus): _____

Expected attendance: _____

Advertisement on campus (yes/no): _____

Advertisement off campus (yes/no): _____ **If yes, where? (city, state, specific location):**

PREVIOUS PERFORMANCE VENUES (1):

Name of Venue: _____

Contact Person (manager):

Speak to the manager or appropriate person; write their name and contact information above and ask the manager or appropriate person the following set of questions.

Approximate Attendance: _____

Where there any problems with audience/ crowd control? NO ___ YES ___

If yes, explain:

Were there any problems with the artist being unruly, not cooperative, etc.? NO ___ YES ___

If yes, explain:

Were there any other problems with the show? NO ___ YES ___

If yes, explain:

PREVIOUS PERFORMANCE VENUES (2):

Name of Venue: _____

Contact Person (manager): _____ **Contact Phone:** _____

Speak to the manager or appropriate person; write their name and contact information above and ask the manager or appropriate person the following set of questions.

Approximate Attendance: _____

Where there any problems with audience/ crowd control? NO ___ YES ___

If yes, explain:

Were there any problems with the artist being unruly, not cooperative, etc.? NO ___ YES ___

If yes, explain:

Were there any other problems with the show? NO ___ YES ___

If yes, explain:

Submitted by: _____ Position: _____ Date: _____

Risk Management waiver granted? NO ___ YES ___

If no, explain:

Signed by: _____ Date: _____