PRATT INSTITUTE
OFFICE OF FINANCE & ADMINISTRATION

EXTERNAL ORGANIZATION INDEMNITY & INSURANCE REQUIREMENTS

Pratt Institute has been advised by our insurance broker, Marsh USA, Inc. that the following indemnity and insurance requirements for all external organizations conducting events at Pratt Institute be evidenced prior to the event.

A written contract with the sponsor of the event which indemnifies and holds Pratt harmless for the activities of the lessee while they and any individuals participating in the event / activities are on the premises.

1. A certificate of Insurance from the sponsor of the event, as well as any outside contractors that they may bring on the premises evidencing the proper coverage and naming Pratt Institute as an additional insured. The limits of coverage should be as follows:

   • General Liability - $1 million per occurrence /$2 million annual aggregate for all loss to individuals including death and property;

   • Automobile Liability - $1 million per accident for all Autos used by the Lessee whether owned, borrowed or hired;

   • Workers’ Compensation - Statutory benefits including Employer’s Liability for at least $500,000/$300,000/$100,000;

   • Umbrella Liability - At least a $5 million per occurrence and annual aggregate limit which will provide coverage excess of those listed above.

Note that all Certificates of Insurance must be submitted to the Office of Finance & Administration a minimum of 10 days in advance of the event. Final Confirmation of an organization’s reservation will not be made until all insurance requirements have been met.