

Sample Hold Harmless Agreement

(Name of the Organization)

(Organization Address)

(Name of the ORGANIZATION)'s insurance does not cover vendors, concessionaires, or service providers. Consequently, all vendors, concessionaires or service providers are required to provide Evidence of Insurance to (Name of the ORGANIZATION) unless annual Evidence of Insurance has been filed with the (Name of the Parent Teacher Group)'s Insurance Broker.

HOLD HARMLESS AGREEMENT

For (Name of the ORGANIZATION) Fund Raising Vendors, Concessionaires, or Service Providers.

Insurance Requirements:

- a. Workers' Compensation Insurance. Required if you have employees engaged in the performance of work under the agreement.
- b. Comprehensive General Liability, Required \$1,000,000. Combined Single Limit.
- c. This policy shall cover, among other risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury.
- d. Automobile Liability Insurance. Required only if you are providing transportation (e.g., limousine or bus service) at (Name of the ORGANIZATION)'s event. \$5,000,000 limit required.

If you (vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and an endorsement to the policy **MUST** be submitted with your contract.

The above policies (b) and (c) **MUST** include (Name of ORGANIZATION) as an Additional Insured with the following language:

The (Name of the ORGANIZATION), including all of their officers, directors, members and volunteers. The Insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to (Name of the ORGANIZATION).

I/WE _____ (vendor/concessionaire/service provider) agree(s) to defend and to indemnify and hold harmless, at my own cost, the (Name of the ORGANIZATION) and all of their officers, directors, members and volunteers.

Date

Signed

Name of Entity

Title

**Note: Failure of Vendor/Concessionaire/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement. In the event of a breach, (Name of the ORGANIZATION) shall have the right but not the duty to procure insurance covering the vendor for the period of this agreement. The cost of this insurance will be deducted by the (Name of the ORGANIZATION) from proceeds due to the Vendor/Concessionaire/Service Provider.*

All waivers, letters and agreements provided here are samples, meant to serve as a guideline, and may not reflect language specific to your use, or your state. We recommend consulting an attorney should you need to implement any contractual agreement, waiver or gifting letter.