

**CERTIFICATE OF INSURANCE
REQUIREMENTS FOR
HANGAR AND TIE-DOWN CUSTOMERS**

What is A Certificate of Insurance?

Certificates of Insurance provide documentation to the Authority that insurance coverage is in effect for a specified period of time. Certificates are prepared by an insurance agent/producer on behalf of their insured to certify to the Authority that specified types of insurance policies have been issued. The Certificate of Insurance should list the insurance carrier/provider, the policy number, policy period (effective and expiration dates), and limits of coverage. A Certificate of Insurance provides proof that a customer, supplier, service provider, or contractor doing business with the Authority is carrying the specified line of insurance and coverage.

Requirements

1. You must procure and maintain at your cost, at all times during the term of your Permit/Lease, insurance covering your **Liability** to the Airport Authority, their officers, agents, employees, and commissioners with **limits of liability not less than \$1,000,000 combined single limit, including bodily injury of \$100,000 for all damages arising out of bodily injuries to, or death of, each person and property damage.**
2. Each Certificate shall contain a clause for a 30-day written notice of non-renewal or cancellation to the Authority.
3. The following language **MUST** be used:

DuPage Airport Authority shall be named as an Additional Insured on all liability insurance.
4. The following language is **NOT** acceptable:
 1. Certificate Holders insurance will apply first.
 2. Vicarious Liability
5. Please make sure that Certificates are signed and dated. They can be emailed to coi@dupageairport.gov or mailed to:

DuPage Airport Authority
Attn: Kris Klotz
2700 International Drive, Suite 200
West Chicago, IL 60185

Once your Certificate has been received and is correct, you will receive a fully executed copy of your Hangar Lease Agreement or your Revocable Tie-down Permit.

Your attention to this matter is greatly appreciated.