



# Insurance Requirements and Questionnaire

- If any of the boxes below ARE checked, please continue completing the rest of this form, as these activities require prior approval by EP.
- If NONE of the below activities apply to your production, you do not need to fill out this form. However, a certificate of insurance is always required, so please send the Insurance Requirements on Page 3 to your insurance broker. The certificate of insurance should be emailed to [certs@ep.com](mailto:certs@ep.com). NOTE: Payroll cannot be processed until the certificate is received and approved by EP.
- If any of the boxed items are added to your production at a later date, please contact [insurance@ep.com](mailto:insurance@ep.com) or call 800.955.4878 to request the required approval.

NOTE: EP does not pay or provide Workers' Compensation for aircraft pilots, or on-camera talent, or participants engaged in risky production activities without prior approval by EP.

Please check ✓ ALL that apply to your production:

- |   |   |                                  |                                       |
|---|---|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Aircraft                                     | <input type="checkbox"/> Athletes/Dancers | <input type="checkbox"/> Foreign | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Scuba Diving                                 | <input type="checkbox"/> Skydiving        | <input type="checkbox"/> Stunts  | <input type="checkbox"/> Watercraft   |
| <input type="checkbox"/> Weapons/Live Ammunition                      | <input type="checkbox"/> Wild Animals     |                                  |                                       |
| <input type="checkbox"/> Other Hazardous Activities not listed above: |   |                                  |                                       |

- U.S. Government Contract Project
- Any Foreign Countries listed here:  
<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

Production Company: \_\_\_\_\_

Production Title: \_\_\_\_\_

Production Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Your Insurance Broker's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates for Above Activities:

Locations:

CONTINUED ON NEXT PAGE →



Description of Activities:

Number of EP Employees Involved (include job functions):

Names of Stunt/Safety Coordinators:

Name of Nearest Emergency Hospital:

Number of Miles:

Description of Safety Precautions and Experience of Those Participating in Hazardous Activities:

Please click the *Email Form* button below to send your completed form by email to [insurance@ep.com](mailto:insurance@ep.com).

Or, you may FAX the completed form to our Risk Management team at 818.559.3283.



# For Clients: Insurance Requirements Checklist

Send this list of requirements to your insurance broker to obtain the proper insurance certification.

Submit your certificate of insurance via email: [certs@ep.com](mailto:certs@ep.com) or fax: 818.559.3283.

**IMPORTANT: Payroll cannot be processed until your complete certificate of insurance is received and approved by EP. (See sample certificate.)**

**Hazardous Activities:** PRIOR approval from EP is REQUIRED. Contact [insurance@ep.com](mailto:insurance@ep.com) or call 800.955.4878.

**For your employees NOT insured through EP:** Productions should maintain their own Workers' Compensation policy to cover interns, volunteers, people who are injured while auditioning or rehearsing (prior to employment through EP), foreign hires working in foreign countries, and others who are not insured through EP.

Clients using overall payroll accounts must provide a certificate of insurance that indicates coverage is for "All Productions."

**Questions? Contact us.**  
**Robyn Ortiz** 818.955.6199  
**Richard Morgan** 818.480.4252

**Certificate Holder and Additional Insured** *(all coverages)*

ENTERTAINMENT PARTNERS, ITS PARENTS, SUBSIDIARIES, RELATED AND AFFILIATED COMPANIES, ITS OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES  
2950 N. HOLLYWOOD WAY  
BURBANK, CA 91505  
ATTN: [certs@ep.com](mailto:certs@ep.com)

**Notice of Cancellation/Carrier Rating**

Certificate Holder shall receive 30 Days Notice of Cancellation or Material Change on all policies shown below. All carriers must have a Best Rating of A+ or better.

**Commercial General Liability Insurance**

Limit: \$1,000,000 Limit per Occurrence

**Commercial Auto Liability Insurance**

Limit: \$1,000,000 Limit per Occurrence  
Type: Hired and Non-Owned Auto Liability  
Note: Owned Auto Liability is required if the Production owns vehicles

**Foreign Liability Insurance**

*(for activities outside the U.S and its territories)*

Limit: \$1,000,000 Limit for Bodily Injury & Property Damage

**Aircraft Coverage** *(waived if no aircraft activities are involved)*

Production must carry non-owned aircraft liability insurance coverage for bodily injury (including passengers) and property damage up to a coverage limit of at least \$10,000,000 (combined single limit) per occurrence. Coverage shall include Hull coverage with a limit sufficient to cover the value of the aircraft.

The aircraft owner/supplier must carry aircraft liability insurance covering bodily injury (including passengers) and property damage up to a coverage limit of at least \$10,000,000 (combined single limit) per occurrence and must carry aircraft hull coverage with a limit sufficient to cover the value of the aircraft and such hull coverage must include a waiver of any right of subrogation by the insurer against EP.

If Production owns any aircraft to be used on the Project, Producer must carry owned aircraft liability insurance coverage at least at the same level and limits as Producer's non-owned aircraft liability insurance coverage.

**Unmanned Aircraft Systems (aka Drones)**

*(waived if no drone activities are involved)*

If the production includes the use of Drone(s), production will need to provide evidence of Unmanned Aircraft System (UAS/Drone) Liability coverage with \$2,000,000 limit.

**Non-Owned Watercraft Coverage**

*(waived if no watercraft activities are involved)*

Limit: \$10,000,000 Limit per Occurrence, including Hull coverage sufficient to cover the value of the vessel(s).