

**City of Los Angeles Harbor Department Insurance Requirements  
Film and Still Photography Permits**



<b>To: Permit Holder/Indemnitor</b>	
Film permit holder assumes full responsibility for the conduct of all function/filming attendees, and is financially responsible for any damage done to the facility. Indemnitor acknowledges prior examination of the premises to be used and the condition thereof Indemnitor will surrender the premises in as good order as when found. Indemnitor will provide all necessary trash receptacles, and all trash, unused food, recyclables, and other papers will be deposited in said receptacles or bagged for disposal. It is Indemnitor's sole responsibility to remove all receptacles and bagged trash when leaving the premises.	
<b>Insurance Requirements – additional coverage may be required</b>	<b>Required (minimum) Limit</b>
<b>Coverage Type (*shall be named additional insured required for this coverage)</b>	
General Liability * (Including contractual liability, Premises-Operations Liability)	\$1,000,000
Any activity in water areas	\$3,000,000
Auto Liability *	\$1,000,000
Charterer's Legal Liability *	\$3,000,000
Protection & Indemnity * (Moving vessels) (Docked vessels)	\$3,000,000 \$1,000,000
Vessel Hull & Machinery	Required case-by-case basis
Workers' Compensation/Employer's Liability – including Waiver of Subrogation	Statutory/\$1,000,000
USL&H (Longshore & Harbor Workers' Compensation Act) and/or Jones Act - <b>Required only when activities are in or near water</b>	\$1,000,000

**When to submit insurance:**

Evidence of insurance that complies with both our permit and insurance requirements must be submitted prior to the start of using City of Los Angeles Harbor Department property for any filming or still photography. A permit cannot be effective without approval of insurance by City of Los Angeles Harbor Department Risk Management Division. Evidence of insurance can be submitted at any time before filming. Notification of your proposed activities shall at least be three days prior to your start date and is recommended for the approval process. *Please note:* Wharfinger Division of City of Los Angeles Harbor Department will not grant approval of permit nor authorize the release of permit to Film L.A., Inc. without receipt of formal approval of insurance by the City of Los Angeles Harbor Department Risk Management Division.

**How to submit insurance:**

Electronic submission is the required method of submitting insurance. KwikComply is the City's online insurance compliance system and is designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry ACORD Form 25 Certificate of Liability Insurance, in electronic format. KwikComply™ advantages include standardized forms, paperless approval transactions (24 hours, 7 days per week), in place security and universal acceptance.

Please refer your insurance broker or agent to KwikComply at <https://kwikcomply.org> and follow the instructions to register and submit for approval the appropriate proof of insurance on your behalf as determined in the insurance requirements provided to you by the Port of Los Angeles Risk Management staff. For further assistance with KwikComply contact the City of Los Angeles City Administrative Office (CAO) Risk Management Division at 213-978-7475.

**Verification of approved insurance:**

Verification may be obtained by checking KwikComply at <https://kwikcomply.org>. You will know your insurance has been approved by the City of Los Angeles if it is in KwikComply, and an email confirmation from the Port of Los Angeles Risk Management that your insurance has been approved.

**For further detailed information about our insurance requirements please direct your insurance agent or broker to the insurance page on <http://www.portoflosangeles.org> .**

Any questions or concerns, please contact the Port of Los Angeles Risk Management Division at (310) 732-3758 or at [polariskmgmt@portla.org](mailto:polariskmgmt@portla.org).