

Hilton Hotels Corporation

*Compliance Checklist- Hilton/ Hilton Garden Inn, Embassy Suites, DoubleTree
Minimum Acceptable insurance coverages- During Operations*

Brand Name
Address of Hotel

REQUIREMENTS	Compliant		
	Yes	No	NA
GENERAL LIABILITY			
▪ \$15,000,000 limit per occurrence	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Aggregate limits apply per location (CG2504 or broader)	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Innkeepers liability- per statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Liquor liability	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Contractual liability	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Independent contractors	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Premises/ operations coverage	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Products/ Completed operations coverage	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Worldwide Jurisdiction(Per CG2422 10/01 or broader)	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Named Perils Pollution Coverage	<input type="checkbox"/>	<input type="checkbox"/>	
AUTOMOBILE LIABILITY			
▪ \$15,000,000 each accident CSL	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Garagekeepers(if hotel includes parking operations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKERS COMPENSATION INSURANCE			
▪ Employers liability limits of \$1M/1M/1M	<input type="checkbox"/>	<input type="checkbox"/>	
▪ If EL limits are satisfied through use of the umbrella, does your certificate of insurance clearly indicate that the umbrella/ excess insurance affords coverage for Employers Liability?	<input type="checkbox"/>	<input type="checkbox"/>	
▪ If insured through a state fund or self insured, stop gap or equivalent coverage on the general liability required with \$1,000,000 limit per claim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMERCIAL PROPERTY INSURANCE			
▪ Building covered at 100% replacement cost	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Contents covered at 100% replacement cost	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Business income limit adequate to cover full recovery of the net profits and continuing expenses of the Hotel (including rental value) for a 12 month period	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Continuing expenses specifically include license fees and/or other fees payable to Hilton	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Special(all risks) coverage form	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Peril of windstorm included	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Building ordinance coverages included	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Flood coverage provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Flood Zone verified(please provide copy of flood zone determination)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Earthquake coverage provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOILER AND MACHINERY COVERAGE			
▪ Broad form coverage included at 100% replacement value	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Coverage includes Business Interruption	<input type="checkbox"/>	<input type="checkbox"/>	
CRIME COVERAGE			
▪ Employee Dishonesty at minimum of \$250,000	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Forgery & Alteration at minimum of \$50,000	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Money & Securities(inside) at minimum of \$50,000	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Money & Securities(outside) at minimum of \$50,000	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Computer fraud at minimum of \$50,000	<input type="checkbox"/>	<input type="checkbox"/>	

- Counterfeit paper currency at minimum of \$50,000

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WATERCRAFT COVERAGE

AIRCRAFT COVERAGE

GENERAL REQUIREMENTS

- Hilton Hotels Corporation, Hilton Inns Inc., DoubleTree Hotel Systems, Inc., Promus Hotels, Inc. and any subsidiaries and affiliates of these companies now existing or which may hereafter exist are added as additional insured on all policies except the workers compensation per form CG2029 11/85 or broader for operations, or CG2010 11/85 for construction and renovation
- Insurance company is rated A- VII or higher by A.M. Best Company
- Policy endorsed to be primary insurance with no recourse to or contribution from any other similar insurance, if any, which may be carried by Hilton Hotels Corporation, or subsidiaries or affiliates thereof
- Certificate of insurance provided to Hilton Hotels Corporation Risk Management evidencing liability coverages with the words “endeavor to” stricken from the language on the certificate
- Evidence of Property insurance provided to Hilton Hotels Corporation Risk Management evidencing property and crime coverages in effect.
- 30 day notice of cancellation on the Certificate of insurance and Evidence of Property Insurance
- Signed letter from Insurance agent or broker who placed the required insurance affirming that he or she has read and understand the insurance requirements of Hilton Hotels Corporation for this specific Franchise. Letter addressed whether or not you are in full compliance. If you are not in compliance, this letter states where and why you are not in compliance
- Signed compliance Checklist

<input type="checkbox"/>	<input type="checkbox"/>
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As agent/ broker on this account, I affirm that I have reviewed the insurance coverages provided by our company for this Hilton Hotels Franchisee. This checklist is a fair and accurate representation of the coverage areas that we are in and out of compliance in comparison to the minimum insurance requirements as set forth by Hilton Hotels Corporation.

Signed

_____ Agent

_____ Date

CC: FRANCHISEE