

Purchase Requisition # R 88695

RECEIVED  
OCT 30 2015

On File  
W-9  
Attached Insurance

**BUDGET & FISCAL**  
**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
1936 Carlotta Drive  
Concord, CA 94519

**AGREEMENT BETWEEN**  
**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**AND INDEPENDENT CONTRACTOR**

THIS AGREEMENT is made this 7<sup>th</sup> day of October, by and between the Mt. Diablo Unified School District (hereinafter "District") and Events To The T, Inc. (hereinafter "Contractor").

District hereby engages Contractor to render services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 4 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools and transportation necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used only with the written approval of the District.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the services on the following basis:

\$ 32,200 total fee for Services

358-3936-49-5800 \$ 25,000.00  
358-3936-49-5100 \$ 7,200.00

The basis of the fee for Services shall be as follow

- a. \$ \_\_\_\_\_ per hour,
  - b. \$ \_\_\_\_\_ per day, or
  - c. \$ 32,200 per engagement.
- \_\_\_\_\_ BUDGET CODE(S)

Check One:

- Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.
- Partial Payments: District shall make a payment per schedule detailed in Exhibit A. District Administrator will verify invoice indicating that all required services have been performed by each timeline.
- Payment in Full: Contractor shall invoice District on completion of services. District Administrator will verify invoice indicating that all required services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on 10/7/15. This Agreement will terminate upon the completion of the Services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers' compensation, disability insurance, vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.  
  
Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand.
5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of California Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. To the extent Education Code §45125.1 is applicable, Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1. Contractor shall provide the certification document attached hereto as Exhibit \_\_\_\_ prior to commencing work under this Agreement.
6. Rules and Regulations. All rules, policies, and regulations of the Mt. Diablo Unified School District Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.
7. Indemnification. Contractor shall hold harmless, defend and indemnify District and its officers, elected and appointed officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.
8. Insurance. Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. **EXCEPTION:** Contracts of less than \$5,000 need only provide general liability insurance of \$1,000,000 per occurrence.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability/Errors & Omissions Liability,** if applicable: \$1,000,000 per occurrence.

If the contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the contractor.

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The insurance policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status**

The District, its officers, officials, employees, and volunteers are to be named as additional insured by endorsement to the Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.

**Primary Coverage**

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

**INSURANCE REQUIREMENTS**

No waiver will be granted to eliminate the insurance requirements outlined in this contract. However, in special circumstances, certain insurance requirements may be modified or waived. The following items in Insurance section 8 are hereby waived or modified as follows:

Limits: \_\_\_\_\_

Other: \_\_\_\_\_

The initials of the Superintendent, or his/her designee, and the General Counsel, are required to waive or modify any Insurance requirements in this Agreement:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
General Counsel

- 9. Ownership of Designs and Plans. Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
- 10. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

DISTRICT

Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519-1397  
Attn: Superintendent

CONTRACTOR

Name: Events To The 'T', Inc.  
 Attn: Toby Praescher  
 Address: 286 Brady St.  
Martinez, CA 94553  
 Phone: 925-335-0633  
 Fax: 925-335-9797  
 Tax ID #: 33-1013077

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to

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the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 11. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
- 12. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.
- 13. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit as awarded by a court of competent jurisdiction, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.
- 14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

By: [Signature] 10-12-15  
Principal/Budget Administrator Date

Title: Michael McAlistar  
Print Name and Title

Events To The 'T', Inc.  
Independent Contractor/Consultant

By: [Signature] 10/7/15  
Signature of Contractor/Consultant Date

Title: Toby Proescher - CEO  
Print Name and Title

Authorized and Approved by:  
[Signature] 11/5/15  
Assistant or Associate Superintendent Date

Prior to commencement of service, sign and forward completed original contract to Fiscal Services.

[Signature] 10/11/15 Northgate Leadership Teacher  
Originator's Signature Date Site/Department Originating this Contract

Kourtne Hawerton Leadership Teacher  
Print Name of Originator and Title

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC

NHS-ASB  
Jr. Class 217-00

Distribution	
original:	Fiscal Services for payment
copy:	Contractor
copy:	Originator/Budget Administrator

[Handwritten mark]

### EXHIBIT A

#### LIST OF SERVICES TO BE PERFORMED BY CONTRACTOR

IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE

Prom planning: Reserve facility, catering, dj, prop rentals,  
mimes, caricaturists, security

Partial payments:

\$5000 To confirm

\$5000 2/10/16

\$22,200 3/12/16



## EXHIBIT A

### LIST OF SERVICES, INCLUDING DATE(S), TO BE PERFORMED BY CONTRACTOR

IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE  
AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE

\_\_\_ 1. For the engagement described hereinafter Events To The T' Inc. will provide:

- Treasure Island Event Center- Entire Facility
- Unlimited Sodas, and Water Station, Coffee Cart
- ETTT Ultimate Prom Package DJ Mikey Tan, Karaoke DJ
- Milk Chocolate Fountain with Dippables, Crepes Action Station
- (2) Mime 6:00p-8:00p
- (2) Caricaturists 7:00p-10:00p
- All Necessary Décor Including: Centerpieces, Coat Check, Uplights, & Swag
- Security: 4 Male, 4 Female Private Guards
- ETTT Event Manager/Staff
- 1M Insurance Policy

\_\_\_ 2. Event Location:  
Treasure Island Event Center  
401 California Ave.  
San Francisco, CA 94130

\_\_\_ 3. Date(s) / Time (s) of engagement:  
Saturday, March 12, 2016  
3:00p.m. -6:00p.m. Set-up  
6:00p.m. -10:00p.m. Ball

\_\_\_ 4. Agreed upon compensation for engagement for 350 students: \$32,200.00  
\*At 400 students, cost is \$83.00 each  
\*At 450 students, cost is \$77.00 each

___ 5. Deposit schedule:	\$ 5,000.00	To Reserve
	\$ 5,000.00	February 10, 2016
	\$22,200.00 + extra students	March 12, 2016
		Final count due 3/9/16



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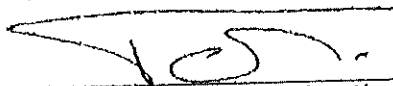
## EXHIBIT B CRIMINAL BACKGROUND CHECK CERTIFICATION


**Mt. Diablo Unified School District  
Consultant/Independent Contractor Agreement  
Criminal Background Check**

Name of Independent Consultant/Contractor:	Events To The T, Inc.
Services to be performed under the Agreement:	Prom planning
Schools/Locations where services will be performed:	Northgate HS/Treasure Island
Total amount to be paid by the District under this Agreement:	\$ 32,200.00
Term of Agreement:	
<b>Check the applicable box(es) and fill in any blanks.</b>	
1	<input checked="" type="checkbox"/> I certify that none of my employees will have more than limited contact (as defined by the District) with District students during the term of the Agreement.
2A	<input checked="" type="checkbox"/> If this box is checked, then Box 2B also applies and must be checked to indicate these employees have been fingerprinted. The following employees will have more than limited contact (as defined by the District) with District students during the term of the Agreement (attach and sign additional pages, as needed):
2B	<input checked="" type="checkbox"/> I certify that the employees noted in 2A above have been fingerprinted under procedures established by the California Department of Justice, and the results of those fingerprints reveal that none of those employees have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Certification by Contractor/Consultant

"I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

  
\_\_\_\_\_  
Independent Contractor/Consultant Signature  
Toby Proesch  
Print Name  
10/7/15  
Date  
Independent Contractor/Consultant

  
\_\_\_\_\_  
Assistant or Associate Superintendent's Signature  
Chris Holleran  
Print Name  
11/5/15  
Date  
Assistant or Associate Superintendent

(M)

## Michele McKimmie

---

**From:** Toby P <toby@lavishevents.com>  
**Sent:** Wednesday, December 09, 2015 11:31 AM  
**To:** Michele McKimmie  
**Cc:** PATRICIA A. WEEKS  
**Subject:** Re: Exhibit B  
**Attachments:** img741.pdf

All guards hired through Security Intelligence Services (SIS) have a guard card.  
All guards are subject to fingerprinting/criminal record check by the State of California.  
This is done via Livescan.  
For more info go to: [http://www.bsis.ca.gov/forms\\_pubs/guard\\_fact.shtml](http://www.bsis.ca.gov/forms_pubs/guard_fact.shtml)

Just an FYI, I'm pretty sure the venue is going to book another client for this date, as they have been holding it for 5 months now without deposit.  
Can you get this approved today possibly?  
January may be too long.

Thank you

On Wed, Dec 9, 2015 at 10:41 AM, Michele McKimmie <[mckimmiem@mdusd.org](mailto:mckimmiem@mdusd.org)> wrote:

Hi Toby,

Please change the attached form to indicate 2 A & 2 B. Cross out 1 and initial it. Then scan and email it back along with your statement about the security guard cards - and they must be fingerprinted with the State to obtain their guard card.

This will be on the January 11<sup>th</sup> Board Meeting if I receive your new page by Dec 15<sup>th</sup>.

Thank you,

*Michele*

Michele McKimmie

Administrative Assistant

to the High School Assistant Superintendent



R 886 95

# Events To The 'T' Inc

286 Brady Street  
Martinez, CA 94553

(925) 335-0633 Office  
(925) 525-8629 Cell  
(925) 335-9797 Fax

www.SFproms.com

## EVENT CONTRACT

This agreement is entered into on September 25, 2015 between EVENTS TO THE 'T' Inc. and NORTHGATE HIGH SCHOOL/MDUSD, Walnut Creek, California.

THE FOLLOWING IS AGREED UPON BETWEEN BOTH PARTIES:

1. For the engagement described hereinafter Events To The 'T' Inc. will provide:

- Treasure Island Event Center- Entire Facility
- Unlimited Sodas, and Water Station, Coffee Cart
- ETTT Ultimate Prom Package DJ Mikey Tan, Karaoke DJ
- Milk Chocolate Fountain with Dippables, Crepes Action Station
- (2) Mime 6:00p-8:00p
- (2) Caricaturists 7:00p-10:00p
- All Necessary Décor Including: Centerpieces, Coat Check, Uplights, & Swag
- Security: 4 Male, 4 Female Private Guards
- ETTT Event Manager/Staff
- 1M Insurance Policy

2. Event Location:  
Treasure Island Event Center  
401 California Ave.  
San Francisco, CA 94130

3. Date(s) / Time (s) of engagement:  
Saturday, March 12, 2016  
3:00p.m. -6:00p.m. Set-up  
6:00p.m. -10:00p.m. Ball

4. Agreed upon compensation for engagement for 350 students: \$32,200.00  
\*At 400 students, cost is \$83.00 each  
\*At 450 students, cost is \$77.00 each

5. Deposit schedule:	\$ 5,000.00	To Reserve
	\$ 5,000.00	February 10, 2016
	\$22,200.00 + extra students	March 12, 2016
		Final count due 3/9/16

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Martinez, CA 94553

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## TERMS OF AGREEMENT

- 1) Events To The 'T' will act as your agent and book all requested vendors.
- 2) Events To The 'T' will schedule all arrivals, handle all deposits and payments, and ensure all scheduled activities are approved by the event site.
- 3) In the event of sickness, accident, acts of god and/or other legitimate conditions beyond the above vendor's control, every effort will be made to find a replacement. Events To The 'T' and vendor's liability are limited to vendors price.
- 4) Client will assume full responsibility and liability for the conduct of his or her guests regarding theft or damage to any performers' equipment, or injury to any performer caused by intentional or negligent acts by clients or his or her guests.
- 5) No verbal agreement may amend this contract. If any legal action is necessary to enforce the terms of this agreement, Events To The 'T' will be entitled to reasonable collection fees.
- 6) Any deposits/balances unpaid after due date will accrue a 1.5% interest rate per month.
- 7) Lessee agrees to indemnify and hold lessor harmless from any and all claims, actions, suits, proceeding costs, expenses, damages and liabilities, including reasonable attorney's fees arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of equipment including, but not limited to the manufacture, selection, delivery, possession, use, operation, or return of the equipment.

## TERMINATION OF AGREEMENT

- 1) If terminating a date, written notice must be received at least ninety (90) days prior to cancellation.
- 2) Outside of ninety days the full facility rental fees are due and 100% of expected commissions will be due to Events To The 'T' Inc.
- 3) If terminating 30-90 days prior to event date, client will increase payment to 50% of expected total of said event. Events To The 'T' Inc. will pay off all deposits due to vendors per their contracts and 100% of expected commissions due to Events To The 'T' Inc. We will then mail you a refund check with an itemized cancellation fee schedule.
- 4) If terminating event within 30 days, full payment is due. Events To The 'T' Inc. will pay off all monies due to vendors per their contracts and 100% of expected commissions due to Events To The 'T' Inc. We will then mail you a refund check with an itemized cancellation fee schedule.

The undersigned, \_\_\_\_\_, acting as an authorized agent of Northgate High School/MDUSD hereby accepts and agrees to the terms of the contract and as recognition thereof has signed below.

Mt. Diablo Unified School District

(Name of Client)

(Area Code & Phone Number)

1936 Carlotta Drive, Concord CA 94519

(Mailing Address)

(City)

(State)

(Zip)

(Signature of Client)

(Date)

10/7/15

(Toby Proescher, Events to the 'T', Inc.)

(Date)

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286 Brady Street  
Martinez, CA 94553

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## Food Provided:

### 1 Milk Chocolate Fountain with Dippables:

- Fresh Strawberries
- Marshmallows
- Rice Crispy Treats
- Cookies
- Pretzels
- 300 Mini Croissants

### Freshly Prepared Sweet & Savory Crepe Action Station for 200

- Veggie- Mozzarella, Black Olives, Tomato, Avocado, and Mixed Greens
- Spicy Sausage- Sausage, Mozzarella, Sauteed Mushrooms, Crème Fraîche, Mixed Greens
- Smoked Turkey- Smoked Turkey, Cheddar Cheese, Tomato, & Mixed Greens
- Nutella, Banana, Whipped Cream, Powdered Sugar, Caramel, Lemon Curd, Strawberry/Apricot Jam

**Gluten-free crepes are available. You MUST request in advance though!!**

### 4 Cheese & Cracker Platters

- Ritz Crackers & Triscuits
- 1/2 Cheddar Cheese Cubes
- 1/4 Pepperjack Cheese
- 1/4 Swiss Cheese

## BEVERAGES:

Assorted Soft Drinks with Grenadine  
Water Stations

Coffee Cart with 70% Hot Chocolate, 30% Tea

## DÉCOR INCLUDED:

- Centerpiece: (16) Eiffel Tower Vases with White Ostrich Feathers
- Coat Check materials (racks, hangers, tickets, paper bags, & sharpee pens)
- LED Uplights in Ballroom/Bar: LED Purple
- Linens: Black 120" tablecloths for ballroom tables, black spandex on service/highboys
- Purple Swag with twinkle lights in dance room
- French Theme Props on dancefloor (PARIS hot air balloon, 2 kiosks with French themed posters, 5' flat Eiffel Tower, 4 topiaries with lights, 12' pipe & drape), 'Midnight In Paris' entry
- French theme posters in bar area
- Bathroom gift basket in female restroom

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## Events To The 'T' Inc

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[www.SFproms.com](http://www.SFproms.com)

### SPECIAL NOTES:

- ETTT to arrive at 3:00p.m. to set up T/C/L
- Tables/chairs: 12- 60" tables with 120 Dark Oak Chivari chairs
- (6) kiosk tables around dance floor
- Caricaturists set-up in hallway off ballroom 7-10p
- Client to supply Creative Imaging photographer set up in room next to bar
- Client to supply photo booth (contact info needed)
- 2 Roaming Mimes 6p-8p
- Karaoke in bar area
- Walkway outside ballroom by tennis courts open 7-10p (security needed)

MC



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/04/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. <i>dba</i> / Hiscox Insurance Agency in CA 620 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> PHONE (A/C, No. Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com	<b>FAX (A/C, No.):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Events To The T, Inc. 2764 Venado Camino Walnut Creek CA 94598	<b>INSURER A:</b> Hiscox Insurance Company Inc	<b>NAIG #</b> 10200
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CGL is on BOP Form	Y	Y	UDC-1666925-BOP-16	12/02/2015	12/02/2016	EACH OCCURRENCE \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJE CT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 60,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ S/T Each Occ. GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/PROP AGG \$ S/T Gen. Agg. \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Mt. Diablo Unified School District, its officers, officials, agents, employees and volunteers are additional insureds.

**CERTIFICATE HOLDER**

Mt. Diablo Unified School District, its officers, officials, agents, employees and volunteers  
 1936 Carlotta Dr.  
 Concord, CA 94519

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Carl S. Bone*

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Hiscox Insurance Company Inc.

Policy Number: UDC-1666925-BOP-15  
Named Insured: Events To The 'T', Inc.  
Endorsement Number: 19  
Endorsement Effective: December 07, 2015

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS COVERAGE FORM**

### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>
Mt. Diablo Unified School District, Its officers, officials, agents, employees and volunteers 1936 Carlotta Drive Concord, CA 94519
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph C. Who Is An Insured in Section II – Liability:

- Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf in the performance of your ongoing operations or in connection with your premises owned by or rented to you.